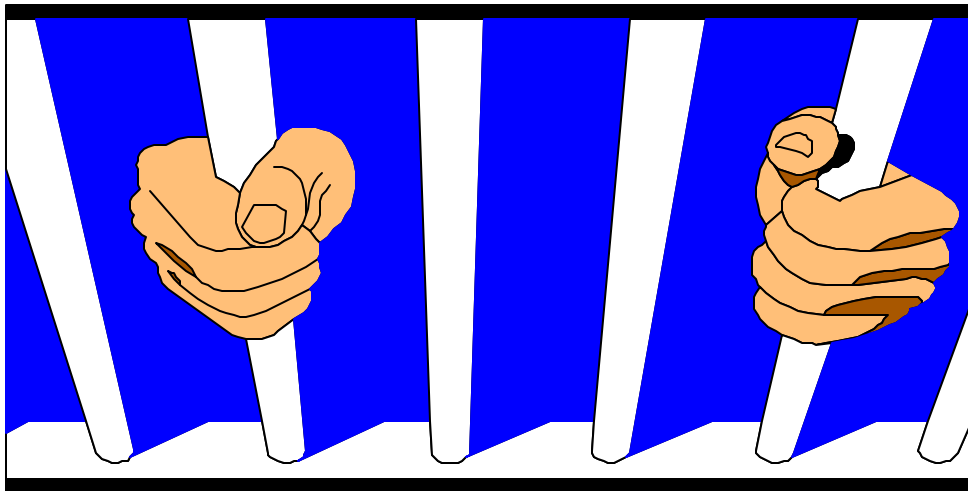


Compensation Board

Local Inmate Data System (LIDS)

USERS GUIDE



JULY 1, 2000

LOCAL INMATE DATA SYSTEM (LIDS)

USERS GUIDE TABLE OF CONTENTS



1. ACCESSING LIDS.....	1-1
------------------------	-----



2. LIDS MAIN MENU.....	2-5
------------------------	-----



3. COMMITMENT MAINTENANCE MENU.....	3-8
-------------------------------------	-----

❖ CONFINED PRISONER, OPTION '1'.....	3-11
❖ UPDATE PRISONER INFORMATION, OPTION '2'.....	3-19
❖ UPDATE CURRENT CONFINEMENT INFORMATION, OPTION '3'	3-21
❖ UPDATE OFFENSE INFORMATION, OPTION '4'	3-23
❖ ADD ADDITIONAL OFFENSES, OPTION '5'	3-27
❖ RELEASE PRISONER, OPTION '6'.....	3-29
❖ DELETE OFFENSE, OPTION '7'.....	3-31
❖ ADD PRISONER ALIAS NAME, OPTION '8'	3-33
❖ BROWSE PRISONER BY NAME, OPTION '9'.....	3-35
❖ CORRECT PENDING ERRORS, OPTION 'A'	3-37
❖ PRISONER TRANSFER STATUS, OPTION 'B'	3-45
❖ BROWSE BY PRISONER ALIAS NAME, OPTION 'C'	3-47
❖ SOCIAL SECURITY NUMBER CHANGE UTILITY, OPTION 'D'	3-49
❖ SUBMIT BATCH, OPTION 'E'	3-51
❖ RE-COMMIT NO NEW CHARGES, OPTION 'F'	3-53
❖ DELETE CONFINEMENT, OPTION 'G'	3-55
❖ UN-RELEASE PRISONER, OPTION 'H'	3-57
❖ ALIAS SSN, OPTION 'T'	3-59

TABLE OF CONTENTS

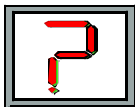
(CONTINUED)



4. FORMS MAINTENANCE, OPTION '4'	4-61
❖ VIEW EXISTING REPORTS, OPTION 'A'	4-63
❖ OFFLINE REPORTS, QUERIES AND FILES, OPTION 'B'	4-65
❖ DRUNK IN PUBLIC, OPTION 'C'	4-67
❖ OUT-OF-STATE CONTRACT PRISONERS, OPTION 'D'	4-69
❖ CURRENT JAIL ROSTER, OPTION 'E'	4-71
❖ MONTHLY JAIL SUMMARY, OPTION 'F'	4-73
❖ COMMITTED DURING PERIOD, OPTION 'G'	4-75
❖ RELEASED DURING PERIOD, OPTION 'I'	4-77
❖ HELD BY AGREEMENT, OPTION 'J'	4-79
❖ PRETRIAL REPORT, OPTION 'K'	4-81
❖ PRETRIAL RELEASE, OPTION 'L'	4-83
❖ HELD FOR JURISDICTION, OPTION 'M'	4-85
❖ HOUSED IN ANOTHER JAIL, OPTION 'N'	4-87
❖ JAIL CONTRACT BED LIST, OPTION 'O'	4-89
❖ LIST BY REASON CONFINED, OPTION 'P'	4-91
❖ MONTHLY BILLING REPORT, OPTION 'R'	4-93

TABLE OF CONTENTS

(CONTINUED)



5. INQUIRY MENU, OPTION '5'	5-95
❖ PRISONER INFORMATION, OPTION '1'	5-98
❖ CONFINEMENT INFORMATION, OPTION '2'	5-100
❖ OFFENSE INFORMATION, OPTION '3'	5-102
❖ BROWSE PRISONER BY NAME, OPTION '4'	5-104
❖ BROWSE PAYMENT STATUS BY CONFINEMENT, OPTION '5'	5-106
❖ BROWSE PAYMENT STATUS FILE FOR PRIOR MO., OPTION '6'	5-108
❖ BROWSE PRISONER BY ALIAS NAME, OPTION '7'	5-110
❖ BROWSE OUT OF COMPLIANCE PAYMENT STATUS, OPTION '8'	5-112
❖ BROWSE PRISONER STATUS FILE FOR PRIO MONTH WITH ADJUSTMENTS, OPTION '9'	5-114
❖ BROWSE ALIAS SSN BY PRIMARY SSN, OPTION 'A'	5-116



6. REIMBURSEMENT MAINTENANCE, OPTION '6'	6-119
❖ CREATE MONTHLY PRISONER STATUS FILE, OPTION '1'	6-121
❖ CERTIFY MONTHLY PRISONER STATUS, OPTION '2'	6-123
❖ APROVAL MONTHLY PRISONER STATUS, OPTION '3'	6-134
❖ ADJUST MONTHLY PRISONER STATUS, OPTION '4'	6-144
❖ REVIEW VOUCHERS, OPTION '7'	6-150
❖ DELETE CONFINEMENT/POST ADJUSTMENT, OPTION '12'	6-154



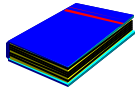
7. DNA SAMPLING, OPTION '7'	7-156
--	--------------

TABLE OF CONTENTS

(CONTINUED)



8. RECONCILIATION TOOLS, OPTION '8'	8-157
❖ OVERALL HEAD COUNT FOR A SPECIFIC PERIOD, OPTION '1'	8-159
❖ FINANCIAL COUNT BY PAYMENT CATEGORY, OPTION '2'	8-163
❖ REPORT OF OUT-OF-STATE CONTRACT PRISONERS, OPTION '3'	8-167



9. EXPUNGEMENT TOOLS	9-169
-----------------------------------	--------------



10. REFERENCE CODES	10-179
----------------------------------	---------------



CONFINEMENT REASONS	10-181
----------------------------------	---------------



RELEASE REASONS	10-183
------------------------------	---------------



TYPE OF OFFENSE	10-184
------------------------------	---------------



SENTENCED CODES	10-185
------------------------------	---------------



DOC COMPLIANCE STATUS CODES	10-186
--	---------------



DISPOSITION CODES	10-187
--------------------------------	---------------



PAYMENT STATUS CODES	10-188
-----------------------------------	---------------



RACE CODES	10-189
-------------------------	---------------

TABLE OF CONTENTS

(CONTINUED)



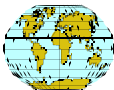
SEX CODES10-190



HAIR COLOR CODES10-191



EYE COLOR CODES10-192



COUNTRY CODES10-193



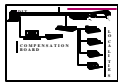
FIPS CODES10-196



OFFENSE CODES10-199



REIMBURSEMENT RATE CODES10-205



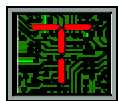
11. BATCH PROCESSING11-214



12. LOCALITY CONTACT LIST.....12-233



13. INMATE FILE AND AUDIT PERFORMANCE GUIDELINES13-243



14. TUESDAY REPORT14-254



15. COMPENSATION BOARD CONTACTS15-261



16. VIRGINIA CRIME CODES (VCC).....16-262

(Sorted by Code and by Statute)



1. Accessing LIDS (On-Line)

In order to access the LIDS, you must establish communications with the Department of Information Technology's (DIT) MVS mainframe.

Welcome to the DIT Communications Server.

User Access Verification

Username: **compbd**

At the Username prompt enter **compbd**.
This should be entered in lowercase with no spaces between characters.

Welcome to the DIT Communications Server.

User Access Verification

Username: compbd

Password: **recordit**

At the password prompt enter **recordit**.
This should be entered in lowercase with no spaces between characters.

Welcome to the DIT Communications Server.

User Access Verification

Username: compbd

Password:

This system is for the use of authorized users only
ALL accesses are monitored

Hostname: **cip**

At the hostname prompt enter **cip**. This should be entered in lowercase with no spaces between characters.

Welcome to the DIT Communications Server.

User Access Verification

Username: compbd

Password:

PRD - GATEWAY - WARNING

This system is for the use of authorized users only
ALL accesses are monitored

Hostname: cip

Enter your existing **Gateway User Name**.
This is also called the firewall logon.
This should be entered in lowercase with no spaces between characters.

Welcome to the DIT Communications Server.

User Access Verification

Username: compbd

Password:

PRD - GATEWAY - WARNING

This system is for the use of authorized users only
ALL accesses are monitored

Hostname: cip

Enter Gateway Username: scbdbaw

Enter Gateway Password: **??????**

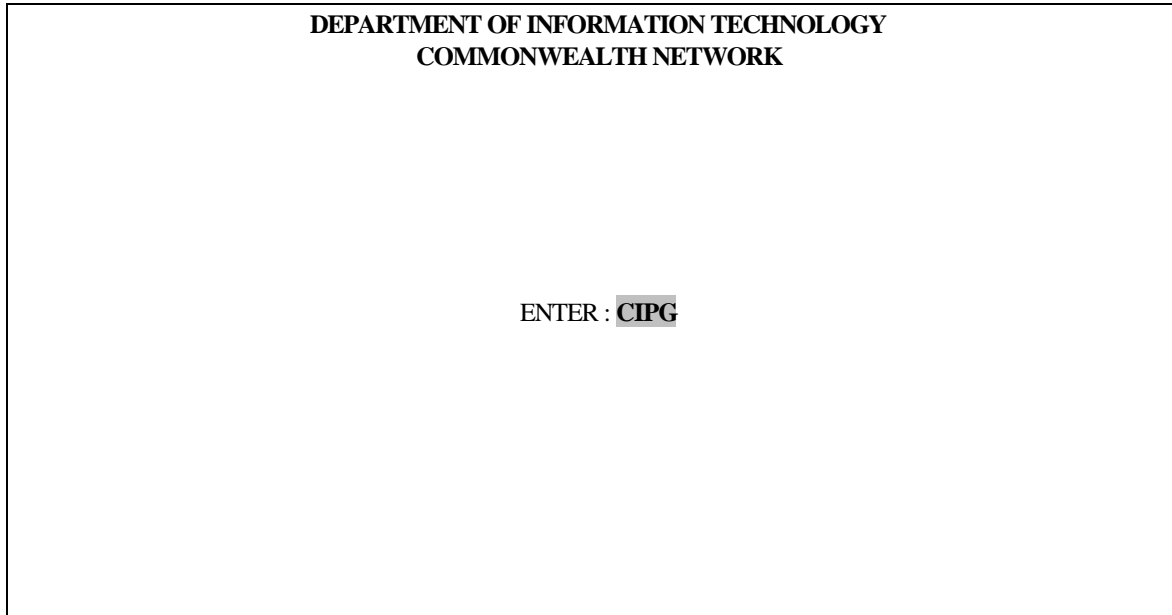
Enter your existing **Gateway Password**.
This is also called a firewall password.
This should be entered in lowercase with no spaces between characters.

Accessing LIDS (Continued)

Once you have successfully established communications with DIT, and the Commonwealth Network screen is displayed, perform the following steps:

Commonwealth Network Screen

- Enter CIPG in the field labeled 'ENTER', and depress the enter key.



DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK

ENTER : CIPG

LIDS PRODUCTION REGION:

- Enter CIPG

LIDS TEST REGION:

- Enter CIDH
 - ⇒ May be used to train staff prior to entering into your production screens
 - ⇒ Anything that you change or add in test (CIDH) will not affect your production (CIPG) file.
- ◆ After you have depressed the enter key, the CICS logon screen will be displayed.

Accessing LIDS (Continued)

CICS Sign-on Screen

Logon-ID's are established by Department of Information Technology (DIT). To have a new logon-ID established for an employee call Anne Wilmoth at 804-786-0786 ext. 222.

Logon procedures for a new logon-ID (first time logging in LIDS):

- Enter your logon-ID and depress the tab key.
- Enter your logon-ID as the password and depress the tab key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

After your logon-ID and password have been established, you will be able to access LIDS.

Regular Logon procedures:

- Enter your logon-ID and depress the tab key.
- Enter your password and depress the enter key.

Your Password will expire every 30 days and you will receive a message that you need to establish a new password (ACF01017 Password for Logon-ID has expired).

Logon procedures to establish a new password (expire every 30 days):

- Enter your logon-ID and depress the tab key.
- Enter your old password and depress the tab key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

If you try to logon using an incorrect logon-ID (ACF01012 Password Not Match) and/or password more than three times within 24 hours, the system will automatically suspend your logon-ID (ACF01013 Logon-ID Suspended because of password Violation). If this happens, contact your facility personnel approved by DIT to reset passwords or if they are not available, call Melanie Morrison at 804-786-0786 ext. 204.

Logon procedures if your password has been reset because of password violation:

- Enter your logon-ID and depress the tab key.
- Enter your temporary password (reset by Compboard or DIT) and depress the enter key.
- Enter a new password and depress the tab key.
- Re-enter your new password a second time to confirm, then depress the enter key.

```
SYSTEM: CIPG  DFHZC2312 *** WELCOME TO CICS/ESA ***
CICS PG SYSTEM SECURED BY CA-ACF2/CICS 6.3
TERMINAL: 0413
NODE: CIP0344E
DAY: MONDAY

SYSTEM DATE: MAY 08, 2000
SYSTEM TIME: 12:08 PM

LOGONID: ==>
PASSWORD: ==>

NEW PASSWORD: ==>
(enter twice) ==>

CICS/VS - CIPG (SYSTEM SIGNON/SIGNOFF FACILITY)
```

- ◆ After successfully signing on to CICS, you will receive the sign-on statistics screen (see next page).

Accessing LIDS (Continued)

Sign-on Statistics Screen

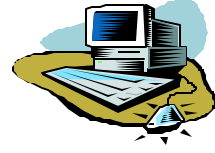
This is the main menu transaction and will take you into LIDS. On this screen you will need to enter LIDS, the following procedures should be followed:

- type **LIDS** in the upper left hand corner
- depress the enter key

lids

ACF01137 SCBDBAW LAST SYSTEM ACCESS 06.08-10/16/96 FROM 0001
ACFAE139 ACF2/CICS: 0002 SIGNON OK: USER=SCBDBAW NAME=ANNE WILMOTH

- After successfully signing onto LIDS, you will receive the LIDS Main Menu Screen (see next page).



2. LIDS Main Menu

The **LIDS Main Menu** provides the navigational path for all on-line processes and for correcting Batch submitted errors.

LIDS	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0101096
MAIN MENU		
JAIL 001 ACCOMACK COUNTY JAIL		
3. COMMITMENT MAINTENANCE		
4. FORMS MAINTENANCE		
5. INQUIRY		
6. REIMBURSEMENT MAINTENANCE		
8. RECONCILIATION TOOLS		
X. EXIT LIDS		
GENERAL BROADCAST MESSAGES		
THIS IS WHERE YOU WILL SEE GENERAL MESSAGES (THOSE GOING TO ALL JAILS).		
MESSAGES WILL BE DISPLAYED, MUST ENTER "N" THEN SELECT PERFERED OPTION		
MENTIONED ABOVE.		
OPTION = "N" FOR NEXT MESSAGE		
OPTION _		
Error Messages		

LIDS Main Menu (Continued)

HELPFUL HINTS – Main Menu

- Provides users with a navigational path for both the on-line process and correcting batch submitted errors
- LIDS Main Menu list those sub-menus that you are authorized to access
- You will not have the ability to access non-authorized sub-menus
- Questions relating to LIDS access should be directed to the Compensation Board 804-786-0786.
- Prior to selecting an option you may need to select 'N' to read any broadcast messages
 - ✓ IF there are more broadcast messages you will need to select 'N' again to read the next message
 - ✓ Once there are no more broadcast message then select your screen option listed below
- Main Menu Options:
 - ✓ Option '3' - Commitment Maintenance provide a starting point for on-line confinements
 - ✓ Option '4' - Form Maintenance provides you with a means to request reports to balance monthly submissions
 - ✓ Option '5' - Inquiry provides with a means to inquire on all inmate confinement information
 - ✓ Option '6' - Reimbursement Maintenance provides you with a means to certify, approve and make adjust prisoner status as well as review your quarterly voucher information
 - ✓ Option '8' - Reconciliation Tools provides with a means to balance your Inmate Head Count and Financial Count by Payment Category
 - ✓ Option 'X' - provides the path to exit LIDS

(Left Blank Intentionally)



3. Commitment Maintenance Menu

The purpose of **Option #3, Commitment Maintenance Menu** is to provide you with a navigational path for maintaining all LIDS jail inmate information tables. It provides you with a mechanism for recording confinements, releasing prisoners, updating/changing prisoner's current confinement, browsing prisoner information as well as provides you with the capability to record DNA sampling information.

Navigational Path:

- **LIDS Main Menu - Enter Option '3', Commitment Maintenance**

LMN2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0030797
COMMITMENT MAINTENANCE MENU		
JAIL <u>550</u> CHESAPEAKE CITY JAIL		
PRISONER INFO: SSN: <u>956000008</u> DATE OF BIRTH: <u>09191959</u> OR APPROXIMATE AGE: <u> </u>		
NAME: LAST: <u>HARRISON</u> FIRST: <u>FRED</u> MID: <u>JAMES</u> SUF <u> </u>		
COMMIT DATE: <u> </u> COMMIT TIME: <u> </u>		
RELEASE DATE: <u> </u> RELEASE TIME: <u> </u> RELEASE REASON: <u> </u>		
NON-CONSECUTIVE DAYS: ESTIMATED NUMBER OF CONFINEMENTS: <u> </u>		
ALIAS: LAST <u> </u> FIRST <u> </u> MID <u> </u> SUF <u> </u>		
OPTION: <u> 1 </u>		
1. CONFINED PRISONER		
2. UPDATE PRISONER INFO		
3. UPDATE CURRENT CONFINEMENT INFO		
4. UPDATE OFFENSE INFO		
5. ADD ADDITIONAL OFFENSES		
6. RELEASE PRISONER		
7. DELETE OFFENSE		
8. ADD PRISONER ALIAS NAME		
9. BROWSE BY PRISONER NAME		
A. CORRECT PENDING ERRORS		
B. TRANSFER STATUS		
C. BROWSE BY PRISONER ALIAS NAME		
D. SSN CHANGE UTILITY		
E. SUBMIT BATCH JOB		
F. RE-COMMIT NO NEW CHARGES		
G. DELETE CONFINEMENT		
H. UN-RELEASE PRISONER		
I. ALIAS SSN		
JAIL BROADCAST MESSAGES:		
Error Message: PRISONER 956000008 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘3’, Commitment Maintenance

- You have two (2) means of submitting inmate data to LIDS, on-line or to batch up-load from a private Jail Management System (JMS)
- LIDS was designed to edit field input in LIDS
 - ✓ On-line data is edit as you input the data and will not allow you to go forward until corrected
 - ✓ Batch up-load data is edited at the back end of the process and you will receive a report of the errors and they must be corrected before you can certify and approve monthly submission
- Guidelines for Social Security Number verification (SSN) matching the inmate’s name, date of birth and sex:
 - ✓ Contact your local Social Security Administration (SSA)
 - ✓ Contact Department of Motor Vehicles
 - ✓ Search through Livescan
 - ✓ Search through VCIN
 - ✓ Search using the CCRE (also known as the SID) or FBI number
- LIDS was designed to assign inmates a generated SSN if unknown at the time of booking or if the inmate does not have a true SSN
 - ✓ If unknown, enter the digit 9, nine times (example: 999999999)
 - ✓ LIDS will generate a SSN for that inmate’s confinement
 - LIDS will automatically generate a unique SSN for that inmate. The generated SSN will start with the digit 9, the next three digits will be your facility’s FIPS code (example: 760), and the remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - Once you enter Option ‘1’ and go to the Prisoner Information screen record the generated SSN within the inmate’s file.
 - **IF** you find out through the SSN verification process the inmates true SSN, go to Option ‘D’ and change the SSN and record the SSN in his inmate file
 - ✓ If you have an inmate that is serving weekend duty and you have verified that inmate does not have a true SSN, every weekend confinement should be confined under the one generated SSN that was assigned the first time that inmate was confined.
 - ✓ If you have an inmate that is a ‘frequent customer’ of your facility (bad check writers, local drunks, etc) and you have verified that inmate does not have a true SSN, use the generated SSN that was assigned the first time that inmate was confined to your facility.
- Birth Date Format is MMDDYYYY
- Day count - LIDS computes reimbursements
 - ✓ Total Days - you do not count the commit date and you do count the release date
 - ✓ State Days - you count the commit date and you do not count the release date
- Utilized to update on-line and batch up-load inmate data
 - ✓ Updating prisoner information:
 - Helps eliminate audit finding, i.e. prevents over payments
 - Helps eliminate errors, i.e. didn’t forget to update and no adjustments are needed
 - Helps eliminate overlaps, i.e. prevents calls from the receiving jail
 - ✓ Not updating prisoner information:
 - Causes over-reimbursements, i.e. audit findings for not releasing the prisoner
 - Causes error, i.e. requires an adjustment if you have approved your report (more work)
 - Causes overlaps, i.e. if you forget to release a prisoner from LIDS that has been transferred to another jail (Reason Confined ‘35’), then you will most likely receive a call from that jail indicating that you have an overlap.

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘3’, Commitment Maintenance (continued)

- LIDS Default and Values for Function Keys when using the 1-800 #'s
 - ✓ Use if your PF Keys are not set up on your computer
 - ✓ Tab Key - will move you from one field to another within LIDS
 - ✓ Enter Key - will send the contents of the screen to LIDS
 - ✓ Control + ‘Z’ Key - acts as the clear key
 - ✓ Escape key + #1 Key - will bring up the help window
 - ✓ Escape key + #2 Key - will delete a report from the reports viewing area
 - ✓ Escape key + #3 Key - will close the help window, or when viewing a report, will return the forms Maintenance Menu
 - ✓ Escape key + #5 Key - will take you to the first page of the report
 - ✓ Escape key + #6 Key - will take you to the last page of the report
 - ✓ Escape key + #7 Key - will page backward in either the help window or the on-line report
 - ✓ Escape key + #8 Key - will page forward in either the help window or the on-line report
- Each of the options listed below are explained in detail in the upcoming pages of the LIDS User Manual
- Option #1, Confine Prisoner is utilized by localities that confine their inmate population on-line. In order to confine a prisoner on-line in LIDS, Options ‘1’ - Confine Prisoner, you must:
 - ✓ Type in the required data fields on the Commitment Maintenance (See highlighted fields on previous page):
 - Social security
 - Last name, First name
 - Date of birth **OR** approximate age
 - ✓ Enter Option #1 and hit Enter
 - The following screens will come up and need data input
 - ⇒ Prisoner information
 - ⇒ Confinement information
 - ⇒ Offense information
- Required field for Options #2 Update Prisoner Info, #3 Update Current Confinement Info, #4 Update Offense Info, #5 Add Additional Offenses, #6 Release Prisoner, #7 Delete Offense, #8 Add Prisoner Alias Name, #9 Browse by Prisoner Name and ‘C’ Browse by Prisoner Alias Name
 - ✓ SSN
- Required field for Options ‘A’ Correct Pending Errors, ‘B’ Transfer Status, ‘D’ SSN Change Utility, and ‘E’ Submit Batch Job
 - ✓ No required fields, select option
- Required fields for Option ‘F’ Re-Commit No New Charges
 - ✓ SSN
 - ✓ Commit Date and Time
- Required field for Option ‘G’ Delete Confinement
 - ✓ You do not need to enter in the prisoners SSN
 - ✓ Once you select option ‘G’ hit enter and the screen will come up for viewing

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner - Prisoner Information Screen #1** is to give you a means to identify the prisoner confined in jail. The Prisoner Information Screen #1 is the first of three (3) screens that you are required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '1' - Confine Prisoner**

LCPI	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0022497
CONFINE PRISONER ** PRISONER INFORMATION **		
JAIL: <u>009</u> PRISONER ID _____ SSN: <u>123456789</u> CCRE _____		
LAST FIRST MIDDLE SUFFIX		
NAME: <u>WOOD</u> <u>BARRY</u> <u>RANDALL</u>		
DATE OF BIRTH: <u>11101956</u> APPROX AGE ____ DATE APPROX AGE RECORDED _____		
RACE: <u>W</u> SEX: <u>M</u> HEIGHT: <u>05 08</u> WEIGHT: <u>155</u> HAIR COLOR: <u>BRO</u> EYE COLOR: <u>BLU</u>		
COUNTRY OF BIRTH ____ COUNTRY OF CITIZENSHIP ____ IMMIGRATION ID NUMBER ____		
SCARS MARKS AND TATTOOS _____		

MEDICAL ALTER FLAG ____ DNA SAMPLE ____ DNA SAMPLE KNOWN DATE _____		
MEDICAL ALTER COMMENTS _____		

INVENTORY OF POSSESSIONS _____		
**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
CORRECT PRISONER INFORMATION		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #1, Prisoner Information:

- This is the first (1st) screen that needs to be completed in order to confine a prisoner on-line
- Required data fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Race
 - ✓ Sex
 - ✓ Hair Color
 - ✓ Eye Color
- A prisoner can be recorded to LIDS as committed to your jail after the court or magistrate has issued one of the following:
 - ✓ “Disposition Notice” Form # DC 356 11/95 PC, that ordered the sheriff to confine that person to your jail for a specified period;
 - ✓ “Commitment Order” Form # DC-352 2/95 PC;
 - ✓ Department of Corrections Parole Board Warrant;
 - ✓ Court Order that authorized the sheriff to take custody of a specified body, or
 - ✓ US Marshal (Federal or Military) form that authorized the Sheriff to take custody of a federal prisoner.
 - ✓ A standard arrest warrant or personal recognizance form according to the Supreme Court of Virginia **does not** carry the authority for a prisoner to be recorded to LIDS.
- LIDS was designed to assign inmates a generated SSN if unknown at the time of booking or if the inmate does not have a true SSN
 - ✓ If unknown, enter the digit 9, nine times (example: 999999999)
 - ✓ LIDS will generate a SSN for that inmate’s confinement
 - LIDS will automatically generate a unique SSN for that inmate. The generated SSN will start with the digit 9, the next three digits will be your facility’s FIPS code (example: 760), and the remaining five digits will be a series of sequence numbers based on the number of times a SSN has been generated in your facility.
 - Once you enter Option ‘1’ and go to the Prisoner Information screen record the generated SSN within the inmate’s file.
 - **IF** you find out through the SSN verification process the inmates true SSN, go to Option ‘D’ and change the SSN and record the SSN in his inmate file
 - ✓ If you have an inmate that is serving weekend duty and you have verified that inmate does not have a true SSN, every weekend confinement should be confined under the one generated SSN that was assigned the first time that inmate was confined.
 - ✓ If you have an inmate that is a ‘frequent customer’ of your facility (bad check writers, local drunks, etc) and you have verified that inmate does not have a true SSN, use the generated SSN that was assigned the first time that inmate was confined to your facility.
- All required fields contained on the Prisoner Information screen will be edited
- Optional fields will only be edited when data is entered in the field (both Online and Batch)
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic ‘Highlighted fields in error’ message will be returned to the screen
- You must make all corrections before the system will allow you to go on to the next screen.
- To make your job easier, make sure that you have immediately available all the prisoner information that is needed to confine a prisoner in the LIDS.
- See the Reference Code Section of this manual for the back-up LIDS worksheet. This worksheet contains all required fields.
- When all fields associated with the Prisoner Information screen have successfully passed the edit process, the Current Confinement Information Screen #2, will be displayed (See next page/screen)

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the **Option #1, Confine Prisoner –Confinement Information Screen #2** is to give you a means to identify the prisoner's confinement period in jail. This Confinement Information #2 Screen is the second (2) of three (3) screens that you are required to complete to confine a prisoner on-line in LIDS.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '1' - Confine Prisoner**
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) have successfully passed the edit process, the Confinement Information, Screen #2 will be displayed**

LCA3	LOCAL INMATE DATA SYSTEM (LIDS)	V.04062000
2000-05-23	CONFINE PRISONER	
CONFINEMENT INFORMATION		
JAIL 001	PRISONER ID _____	SSN 956000008 CCRE _____
PRISONER NAME HARRISON FRED JAMES _____		
COMMITMENT DATE 05202000 TIME 120000 REASON CONFINED 10		
RELEASE DATE 05212000 TIME 120000 REASON RELEASED 19 TRANS JAIL _____		
HOUSING STATUS _____ FACILITY LOCATION _____ INSURANCE NUMBER _____ GROUP _____		
DETAINERS _ JAIL NUM (1-5) _____		
DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS HOLDING FOR LOC 001		
GOOD TIME: EXEMPLARY: YEARS _____ MONTHS _____ DAYS _____		
STATUTORY: YEARS _____ MONTHS _____ DAYS _____		
JUDICIAL: YEARS _____ MONTHS _____ DAYS _____		
ALERT FLAG _		
COMMITMENT COMMENTS		

CURRENT LOCATION		

**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
HOLDING FOR LOC IS REQUIRED		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’ Confine Prisoner - Screen #2, Confinement Information

- This is the second (2nd) screen that needs to be completed in order to confine a prisoner on-line.
- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Commitment Date
 - ✓ Time
 - ✓ Reason Confined
 - ✓ Holding For Loc
 - Utilized for Billing Purposes
- Commit and release date should be entered in MMDDYYYY format
 - ✓ MM denotes the month (01 - 12)
 - ✓ DD denotes the day (01 - 31)
 - ✓ YYYY denotes the year (for example, 2000).
- Commit and release time should be entered in military (HHMMSS) format
 - ✓ HH denotes the hour (00 - 23)
 - ✓ MM denotes the minute (00 - 59)
 - ✓ SS denotes the second (00 - 59)
- Reason Confined Codes are broken down in the following categories (See Code Section):
 - ✓ Awaiting Trial
 - ✓ Adult Sentenced - NO Additional Felony Charges Pending
 - ✓ Adult Sentenced - HAS Additional Felony Charges Pending
 - ✓ Adult Sentenced – Miscellaneous
 - ✓ LIDS computes reimbursements based on data input
 - ✓ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ✓ State Day Count Rule- you count the commit date but you don't count the release date
- Reason Release Code '35', Transferred to another Jail, requires a Jail FIPS Code
- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Effective 7/1/99, localities were given the capability to confine and release prisoner on the confinement screen. If the situation fits, you do not need to go to Option #6 to Release a Prisoner
- Effective 7/1/2000, Holding Jurisdiction was added for the purpose of billing
 - ✓ Jails needed a means to identify other jurisdictional holds
 - ✓ Input the jurisdictions FIPS Code
 - ✓ A report for Jurisdiction Holds has been added to Option #4, Forms Maintenance

(SEE NEXT PAGE FOR MORE HELPFUL HINTS)

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION ‘1’, Confine Prisoner - Screen #2, Confinement Information (continued)

- Effective 7/1/99 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states, the District of Columbia, or the Federal Government, for more than 48 hours, the following fields become required and will be utilized by DOC to collect the data needed in accordance with the Appropriations Act Language of the Virginia Acts of Assembly.
 - ✓ ‘Housing Status’ - Utilize to report the prisoners Unit Security Level by indicating:
 - ‘Min’ (Minimum), ‘Med’ (Medium) OR ‘Max’ (Maximum)
 - ✓ ‘Facility Location’ - Utilize to report the prisoners Security Classification by indicating:
 - ‘Min’ (Minimum), ‘Med’ (Medium) OR ‘Max’ (Maximum)
 - ✓ ‘Current Location’ - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes ‘78’ and ‘79’)
 - Washington D.C. (If you used Reason Confined Code ‘73’)
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code ‘73’)
- All required fields contained on the Current Confinement Information screen will be edited
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- When all fields have successfully passed the edit process, the Prisoner Offense Screen #3 will be displayed (See next page/screen)
- Overlap confinements
 - ✓ The procedure that should be followed to prevent overlap confinements is to not book out your prisoner if another jurisdiction picks him or her up (example: Court) and returns your prisoner that day. The jurisdiction picking up the prisoner should not book your prisoner in their jail. The only time you book out and they book in is when the prisoner stays over night.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #1, Confine Prisoner - Offense Information Screen, #3** is to identify all offenses associated with a specific prisoner that is held in jail. Offense information will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu** - enter Option '3' - Commitment Maintenance
- **Commitment Maintenance Menu** - enter Option '1' - Confine Prisoner
- **When all fields associated with the Confine Prisoner Information screen (mentioned previously) and the Current Confinement Information Screen #2 (mentioned previously) have successfully passed the edit process the Offense Information - Screen #3 will be displayed**

LCA4	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1012497
CONFINE PRISONER - OFFENSE INFORMATION		
JAIL <u>550</u> PRISONER ID _____ SSN <u>956000008</u> CCRE _____		
PRISONER NAME <u>HARRISON, FRED JAMES</u>		
REASON CONFINED <u>10</u> PAYMENT STATUS <u>LD</u>		
HOUSING STATUS _____ FACILITY LOCATION _____ CURRENT LOCATION _____		
OFFENSE CODE: <u>LAR2359F9</u> OFFENSE TYPE: <u>A</u>		
OFFENSE DATE: <u>02202000</u> OFFENSE SEQUENCE NUMBER : 1		
ARREST DATE _____ TIME _____		
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION: <u>041</u> COURT TYPE (JUV) _ DOCKET NUMBER _____		
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _		
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE: <u>N</u>		
OFFENSE DISPOSITION ____ DISPOSITION DATE _____		
DONE: <u>Y</u> (Y/N)		
**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE" CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2) ENTER OFFENSE INFORMATION		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information

- This is the third (3rd) and last screen that needs to be completed in order to confine a prisoner on-line.

- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date
 - ✓ Court Jurisdiction
 - ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section) you must provide the following:
 - Sentenced Date,
 - Offense as Sentenced
 - Offense Type
 - Sentence Length
 - Concurrent Sentence
 - ⇒ Each Offense will defaulted to 'N' Non-Concurrent
 - ⇒ **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent
 - ✓ Effective July 1, 1999, local input in LIDS identifying the Most Serious Offense is NO longer required.
- The Offense screen is broken down into two (2) sections
 - ✓ Top section is the arresting information concerning that offense
 - ✓ Bottom section is for sentencing information concerning that offense
 - ⇒ When entering in the inmates offenses, always try to enter the most serious offense first to reflect 'Sequence #1'
 - ⇒ Use the proper Offense Type of 'A' or 'B' for the pending felony charge
 - ❑ Offense Type 'A' means that the offense was committed on or after 1/1/1995
 - ❑ Offense Type 'B' means that the offense was committed before 1/1/1995
 - ✓ **IF**, the offender has more than one offense then hit enter and Sequence #2 offense will appear for data input
 - ✓ **ONCE** you have complete providing all the offenses then at the bottom select 'Y' Yes done
 - ✓ **IF** you forget to place a 'Y' for 'Done' when entering the last offense Control 'Z' to back out and the last sequence number will not take as long as no information was entered.
 - Effective 7/1/1999, you are required to use VCC Offences
- VCC Codes are located on the Compensation Boards website under the LIDS Information Icon: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.
 - ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day.

(SEE NEXT PAGE FOR MORE HELPFUL HINTS)

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '1', Confine Prisoner - Screen #3, Offense Information (continued):

- LIDS computes reimbursements based on data input
 - ✓ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ✓ State Day Count Rule- you count the commit date but you don't count the release date

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

3-17

- Pending Charges
 - ✓ When entering offense information on sentenced offenders who have pending felony charges, you need to do the following:
 - Use the proper sentenced type based on 'M', 'A', 'B' or 'O'
 - Use the proper Reason Confined Code based on the most serious type of offense and sentence length,
 - **IF** the offender has any pending felony charges you should select one of the Reason Confine Codes for 'HAS Pending Felony Charges'
 - ⇒ Parole Violator are not considered as 'Has Additional Felony Charges' they are 'Existing Felony Charges'
 - ⇒ **IF** the Parole Violator committed an Additional Felony Charge then you would use the Reason Confined Codes for 'HAS Pending Felony Charges'
 - ⇒ **DO NOT** use the Reason Confined Codes 'HAS Pending Felony Charges' **IF** the only charges pending are 'M' or 'O'
 - **IF** the offender has no pending felony charges you should select one of the Reason Confined Codes for 'NO Pending Felony Charges'
 - Enter all other sentenced offenses
 - Lastly, enter the felony charge (s) and other charges that are pending
- Please remember to update the pending charge once the offender is sentenced.
- If the only offense that is pending is a 'M' (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- Parole violators are not considered to have additional pending felony charges. A Parole Violation is an existing charge. When you confine parole violators, they are already sentenced and are awaiting a revocation hearing.
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option #2, Update Prisoner Information Screen is to allow a local jail facility to update prisoner specific information while the prisoner is currently confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '2'- Update Prisoner Information**

LPU1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1121096
UPDATE PRISONER INFORMATION		
JAIL <u>550</u>	PRISONER ID	SSN <u>956000008</u> CCRE _____
	LAST	FIRST MIDDLE SUFFIX
NAME <u>HARRISON</u>	<u>FRED</u>	<u>JAMES</u>
REASON CONFINED <u>10</u>	PAYMENT STATUS <u>LD</u>	
DATE OF BIRTH: <u>09191959</u> APPROX: AGE ____ DATE APPROX AGE RECORDED _____		
RACE: <u>W</u> SEX: <u>M</u> HEIGHT ____ WEIGHT ____ HAIR COLOR <u>BRO</u> EYE COLOR <u>BRO</u>		
COUNTRY OF BIRTH ____ COUNTRY OF CITIZENSHIP ____ IMMIGRATION ID NUMBER _____		
SCARS, MARKS AND TATTOOS _____		

MEDICAL ALERT FLAG _ DNA SAMPLE ____ DNA SAMPLE KNOWN DATE _____		
MEDICAL ALERT COMMENTS		

INVENTORY OF POSSESSIONS _____		

CHANGE DESIRED INFORMATION AND PRESS ENTER		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
UPDATE PRISONER INFORMATION		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '2', Update Prisoner Information

- Utilized to update prisoner information
- Effective 7/1/99, the CB added the 'Payment Status' field in LIDS

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

- ✓ Added to give you a quick code to determine payment status
- ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Change desired prisoner information field/fields and once completed, press enter
- You will receive a message that the update is completed
- Clear Screen to returns to the Commitment Maintenance Menu (Option #3)

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the **Option #3, Update Confinement Information Screen** is to allow the local jail facility to update information relating to the current confinement for a specific prisoner.

Navigational Path:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '3' - Update Current Confinement Information**

LCU2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1120296
**UPDATE CURRENT CONFINEMENT INFORMATION*		
<p>JAIL 001 PRISONER ID _____ SSN <u>956000008</u> CCRE _____</p> <p>PRISONER NAME <u>HARRISON</u> <u>FRED</u> <u>JAMES</u> _____</p> <p>COMMITMENT DATE <u>05202000</u> TIME <u>120000</u> REASON CONFINED <u>10</u></p> <p>RELEASE DATE <u>05212000</u> TIME <u>120000</u> REASON RELEASED <u>19</u> TRANS JAIL _____</p> <p>HOUSING STATUS _____ FACILITY LOCATION _____ INSURANCE NUMBER _____ GROUP _____</p> <p>DETAINERS _____ JAIL NUM (1-5) _____</p> <p>DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS _____ HOLDING FOR LOC <u>001</u></p> <p>GOOD TIME: EXEMPLARY: YEARS _____ MONTHS _____ DAYS _____</p> <p style="padding-left: 40px;">STATUTORY: YEARS _____ MONTHS _____ DAYS _____</p> <p style="padding-left: 40px;">JUDICIAL: YEARS _____ MONTHS _____ DAYS _____</p> <p>ALERT FLAG _____</p> <p>COMMITMENT COMMENTS _____</p> <p>_____</p> <p>CURRENT LOCATION _____</p> <p>_____</p> <p>**COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION; CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)</p> <p>HOLDING FOR LOC IS REQUIRED</p>		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '3', Update Current Confinement Information

- Utilized to update Current Confinement Information for those inmates that are currently confined
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status

- ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Frequently used to update data that has caused an overlap with another jail
 - ✓ Normally involves where the Commit date or Commit time is incorrect
 - ✓ The procedure that should be followed to prevent overlap confinements is to not book out your prisoner if another jurisdiction picks him or her up (example: Court) and returns your prisoner that day. The jurisdiction picking up the prisoner should not book your prisoner in their jail. The only time you book out and they book in is when the prisoner stays over night.
- Effective 7/1/99 - If the Sheriff or Regional Jail Superintendent houses contract prisoners from other states, the District of Columbia, or the Federal Government, for more than 48 hours. The following fields become required and may need to be updated. These fields are utilized by DOC to collect the data needed in accordance with the Appropriations Act Language contained in Item 77, J5, of the 1999 Virginia Acts of Assembly.:
 - ✓ 'Housing Status' - Utilize to report the prisoners Unit Security Level by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Facility Location' - Utilize to report the prisoners Security Classification by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes '78' and '79')
 - Washington D.C. (If you used Reason Confined Code '73')
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code '73')
- Effective July 1, 1999, local input in LIDS identifying the Most Serious Offense is NO longer required.
- Once updated enter 'Y' to update or 'N' to not update
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you updated data fields after your monthly approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- **IF** you are updating data fields during the report month you will not receive a message that you need to make a Financial Adjustment
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #4, Update Offense Information Screen** is to allow a local jail facility to update offense information for a specific prisoner while the prisoner is confined. The first screen shown below will be the pick list screen if the offender has multiple offenses. If the offender confined has only one offense then you will receive the second screen listed below.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '4' - Update Offense Information**

LSI1 LOCAL INMATE DATA SYSTEM (LIDS) V1.0100697
OFFENSE INFORMATION PICK LIST
 SSN: 956000008 Name: HARRISON, FRED JAMES REASON CONFINED: 10

SELECT	OFFENSE	SEQUENCE	TYPE	OFFN.DATE	CRT. DATE	SENTENCE	COURT
-	<u>MUR0924F1</u>	0001	A	01141997	_____	_____	550
-	<u>LAR2359F9</u>	0002	A	03101997	_____	_____	550
-	NEW	0003	-	_____	_____	_____	---
-	_____	_____	_____	_____	_____	_____	---

OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
 "1"=RETURN TO PRISONER SCREEN;"2"=RETURN TO CONFINEMENT SCREEN;
 "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES

LOU2 LOCAL INMATE DATA SYSTEM (LIDS) V1.1120496
UPDATE OFFENSE INFORMATION

JAIL 550 PRISONER ID _____ SSN 956000008 CCRE _____
 PRISONER NAME: HARRISON, FRED JAMES
 REASON CONFINED: 10 PAYMENT STATUS LD
 OFFENSE CODE: MUR0924F1 OFFENSE TYPE: A
 HOMICIDE/MURDER
 OFFENSE DATE: 01042000 OFFENSE SEQUENCE NUMBER 1

ARREST DATE _____ TIME _____
 ARRESTING OFFICER _____
 ASSISTING OFFICER _____

COURT JURISDICTION 560 COURT TYPE (JUV) _ DOCKET NUMBER _____
 SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _

SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE N_
 OFFENSE DISPOSITION ____ DISPOSITION DATE _____
 NEXT N (N/P/U)

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
 "N" = NEXT OFFENSE "P" = PREVIOUS OFFENSE "U" = UPDATE OFFENSE

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information

- Utilized to update Current Offense Information for those inmates that are currently confined
- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense

- Update Offense Screen
 - ✓ Type in SSN
 - ✓ Commit Date and Time are required, if it is a prior approved month update
 - ✓ Select Option #4
 - If the offender has a single (1) offense then the offense screen will appear that you can update
 - If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - ⇒ Place an 'X' to the left of the offense that you want to update ('Select' column) **OR**
 - ⇒ **IF** you need to add a new offense then place the 'X' beside 'NEW'
 - ⇒ Hit enter
 - ⇒ Update data fields
 - ⇒ Input 'U' in the Option field to Update your data fields **OR**
 - ⇒ Input 'D' in the Option field to Delete the Offense
 - ⇒ You will receive a message asking if you want to delete this offense, hit enter again
 - ⇒ Receive a message that the Offense has been updated or added or deleted
 - ⇒ Back out to see your update on the Offense Pick List
 - ⇒ If you have additional offenses that need to be updated, then go through the same process above
- Offense screen is broken down into two (2) sections
 - ✓ Top section should reflect the arresting information concerning that offense
 - ✓ Bottom section should reflect sentencing information concerning that offense, if it applies
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous,
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information (continued)

- You must remember to update the pending charge once the offender is sentenced.
 - ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon
 - ⇒ Total Day Count Rule - don't count the commit date but do count the release date

- ⇒ State Day Count Rule- count the commit date but don't count the release date
- ✓ If the offender HAS Pending Felony Charges use the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
 - Your state reimbursement would be \$8 per day (based on the reimbursement rule)
 - The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
- ⇒ Total Day Count Rule - you don't count the commit date but you do count the release date
- ⇒ State Day Count Rule- you count the commit date but you don't count the release date
 - Use the proper Offense Type of 'A' or 'B' for the pending felony charge
- ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
- ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
 - Use the proper VCC Code to match the felony charge
- ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
 - Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website under LIDS Information Icon: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.
 - ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '4', Update Offense Information (continued)

- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you

update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.

- ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
- ✓ Note the Prisoners Social Security Number;
- ✓ Note the Name of the Inmate;
- ✓ Note the Commit Date; and
- ✓ Note the Commit Time for the screen you updated
- ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- If the only offense that is pending is a 'M' (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option #5, Add Additional Offenses Screen is to allow a local jail facility to add additional offenses for a specific prisoner during the prisoner's confinement.

Navigation Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '5' - Add Additional Information**

CONFINE PRISONER – ADD ADDITIONAL OFFENSESJAIL **550** PRISONER ID _____ SSN: **956000008** CCRE _____PRISONER NAME: **HARRISON, FRED JAMES**REASON CONFINED: **10** PAYMENT STATUS **LD****OFFENSE CODE:** _____ **OFFENSE TYPE:** _____**OFFENSE DATE:** _____ OFFENSE SEQUENCE NUMBER **2**

ARREST DATE _____ TIME _____

ARRESTING OFFICER _____

ASSISTING OFFICER _____

COURT JURISDICTION: **550** COURT TYPE (JUV) _ DOCKET NUMBER _____

SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _

SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE **N**

OFFENSE DISPOSITION ____ DISPOSITION DATE _____

DONE N (Y/N)

**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN

ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE"

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

ENTER OFFENSE INFORMATION

COMMITMENT MAINTENANCE MENU (Continued)**HELPFUL HINTS - OPTION '5', Add Additional Offenses**

- Utilized to add additional Offenses
 - ✓ Sequence #2 through how many new offenses you need to add
- Frequently used when you learn the prisoners has offenses pending in other jurisdictions
- Required Data Fields (See highlighted fields on previous page) for both Online and Batch:
 - ✓ Offense Code
 - ✓ Offense Type
 - ✓ Offense Date

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

3-27

- ✓ Court Jurisdiction
- ✓ **IF** you enter a Sentenced Reason Confined Code (See Code Section) you must provide the following:
 - Sentenced Date,
 - Offense as Sentenced
 - Offense Type
 - Sentence Length
 - Concurrent Sentence
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Hit enter and you will receive a message that the offense has been added
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of the **Option #6, Release Prisoner Screen** is to allow a local jail facility to release a prisoner from his/her current confinement.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '6' - Release Prisoner**

LRU3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0071796
RELEASE PRISONER		
JAIL: <u>001</u>	SSN: <u>123456789</u>	CCRE: PRISONER ID:
PRISONER NAME: <u>DOE RICKI</u>		
COMMITMENT DATE: <u>03202000</u> TIME: <u>120000</u> REASON CONFINED: <u>73</u>		
PAYMENT STATUS ____		
REASON RELEASED: <u>51</u> TRANSFERRED TO JAIL: ____		
RELEASE/TRANSFER DATE (MMDDYYYY) <u>03202000</u> TIME (HHMMSS) <u>170000</u>		
RELEASE COMMENTS		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '6', Release Prisoner

- Utilized to release offenders from their current confinement
 - ✓ Enter SSN

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- ✓ Select and enter Option #6
- ✓ Hit enter
- ✓ Verify that this is the correct
 - Offender
 - Commitment date and time
- ✓ Enter Required data fields:
 - Reason Released (See Code Section)
 - **IF** '35' Transferred to Jail, enter in FIPS Code (See Code Section) for the jail that he was transferred to for holding
 - Release Date
 - Release time
 - Release Comments
 - Hit Enter
- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
 - ✓ Hit enter and you will receive a message that the Offender has been released
- If during the month you find out that you entered in the wrong release date and/or time for an inmate, below are the steps to correct the information entered in incorrectly:
 - ✓ Commitment Maintenance, Option #3
 - ✓ Enter in the inmates SSN, Commit Date, and Commit time
 - ✓ Select Option #6, Release Prisoner
 - ✓ Type over the incorrect release information
 - ✓ Hit enter to update
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #7, Delete Offense Information Screen** is to allow a local jail facility to remove or delete offense information for a specific prisoner while the prisoner is confined.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '7' - Delete Offense**

LOD2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0121696
<u>DELETE OFFENSE INFORMATION</u>		
PRISONER NAME: <u>HARRISON, FRED JAMES</u>		
JAIL: <u>550</u>	PRISONER ID: _____	SSN: <u>956000008</u> CCRE: _____
REASON CONFINED: <u>10</u> PAYMENT STATUS <u>LD</u>		
OFFENSE CODE: <u>MUR0924F1</u> OFFENSE TYPE: <u>A</u>		
OFFENSE DATE: <u>12011996</u> OFFENSE SEQUENCE NUMBER: <u>1</u>		
ARREST DATE _____ TIME _____		
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION: <u>550</u> COURT TYPE (JUV) _ DOCKET NUMBER _____		
OFFENSE SENTENCE DATE _____ OFFENSE AS SENTENCED _____		
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ OFFENSE TYPE _		
CONCURRENT SENTENCE		
NEXT N (D/N/P)		
CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '7', Delete Offense

- Frequently used when you learn that you have entered to many offenses in LIDS
- Utilized to Delete an Offense
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can delete
 - Check first that you are on the correct offense that you wish to delete

- 'N' go to next Offense
- 'P' go to Previous Offense
- To Delete a Offense you enter Option 'D' Delete Offense
- Hit enter
- You will receive a message ' Are you sure you want to Delete'
- **IF** you do enter to confirm
- You will then receive a message that the offense has been deleted
- ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can delete
 - Place an 'X' to the left of the offense that you want to delete ('Select' column) **OR**
 - Hit enter
 - Input 'D' in the Option field to Delete the Offense
 - You will receive a message asking if you want to delete this offense, hit enter again
 - You will receive a message that the Offense has been deleted
 - Back out to see that the offense has been deleted off the Offense Pick List
- If you have additional offenses that you need to delete, go through the same process above
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #8, Add Prisoner Alias Name Screen** is to allow you to add name records for a specific prisoner. These names are 'also knows as' (AKA) or alias names. In order to add alias names the prisoner must be currently confined in your jail facility. Up to 12 alias names can be recorded on a screen. The screen will initially return all alias names that have been recorded in the LIDS.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '8' - Add Prisoner Alias Name**

LAA1	LOCAL INMATE DATA SYSTEM (LIDS)			V1.0070896
PRISONER ALIAS NAME (S)				
LOCAL JAIL: <u>001</u> ACCOMACK COUNTY JAIL				
JAIL	SSN	NAME: LAST, FIRST, MIDDLE	CONFINEMENT	L/UPDATE
<u>001</u>	<u>123456789</u>	<u>DOE, RICKI</u>	CONFINED IN <u>001</u>	<u>1996-09-17</u>
C	ALIAS: LAST NAME	FIRST	MIDDLE	SUFY L/UPDATE
-	DOE	JOHN	FRED	1996-07-24
-	SMITH	JOHN		1996-07-24
-	JONES	JOHN		1996-07-24
-	JOHN	JOHN		1996-09-16
-	-----			
-	-----			
-	-----			
OPTIONS: ENTER ' <u>A</u> ' ADD, ' <u>C</u> ' CHANGE, OR ' <u>D</u> ' DELETE ALIAS NAME(S)				

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '8', Add Prisoner Alias Name

- Utilized to Add, Change or Delete Prisoner Alias Names for current confinements
- Frequently used when you learn the prisoners has an alias name
 - ✓ Enter in the Inmate's SSN
 - ✓ Select Option #8, Add Prisoner Alias Name
- At the far left of the screen enter
 - ✓ 'A' if you wish to add an Alias Name for the prisoner **OR**

- ✓ 'C' if you wish to change an Alias Name for the prisoner **OR**
- ✓ 'D' if you wish to delete an Alias Name for the prisoner
- ✓ Hit enter and you will receive a message that the update is completed
- ✓ Also note that on the screen to the far right of the line that you updated will be a date that represents when the line of data was last updated
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option #9, Browse Prisoner by Name Screen** allows you to search for a prisoner by name instead of by SSN. The browse prisoner by name screen also provides inquiry capabilities to view prisoner, alias, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option '9' -Browse By Prisoner Name**

LPB1

LOCAL INMATE DATA SYSTEM (LIDS)

V1.1092696

PRISONER BROWSE BY PRIMARY NAME

NAME: LAST FIRST MIDDLE

JONES

JAIL	T	S	HAIR	EYE	MED
C NUM P	SSN	NAME (LAST, FIRST MI)	DOB/AGE	X HGT	WGT COL COL FLG
_ 087 B	1234756789	JONES, ANTONIO LAMONT	1975-08-31 M	_____	_____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT	1996-06-19	RELEASE
_ 013 B	987654321	JONES, BRUCE W	023 YEARS M	_____	_____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT	1996-04-01	RELEASE 1996-04-01
_ 240 O	147852369	JONES, BRUCE W	023 YEARS M	_____	_____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT	1996-04-01	RELEASE 1996-04-01
_ 710 O	369852147	JONES, BRUCE W	023 YEARS M	_____	_____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT	1996-04-01	RELEASE 1996-04-01
_ 087 B	654789321	JONES, DALROYCE, JR	1958-03-07 M	_____	_____ N
ALIAS	0	SCAR/TATTOO-> _____	COMMIT	1996-09-24	RELEASE 1996-09-24

OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION '9', Browse Prisoner By Name

- Utilized to browse by prisoner name
- Frequently used when you need to search information on a prisoner and you don't have their SSN
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different SSN
 - ✓ Example:
 - First shift books the offender into LIDS entering in SSN - 123456789

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

3-35

- Second shift checks LIDS (Option #2, Inquiry on Confinement Information by SSN) to see if the inmate has been booked into LIDS under the offenders correct SSN - 223456789
- Because second shift does not see booking in LIDS they precede to book the offender into LIDS under his correct SSN - 223456789
- ✓ Finding: Offender is booked in LIDS under two (2) different SSN's
 - Incorrect SSN - 123456789
 - Correct SSN - 223456789
- ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify if an offender is booked into LIDS then they would reduce the possibility of duplications
- ✓ If not detected, locality will be overpaid everyday until the incorrect SSN/booking is deleted
 - Caught during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
 - Caught after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment
- Enter the prisoner's name you wish to browse on the Commitment Maintenance Screen and select Option '9',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
 - Enter 'A' if you wish to browse the Alias Name information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- You will need to go back to the Commit Maintenance screen and select the proper option to update the data, which is incorrect.
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'A', Correct Pending Errors – Screen #1, Pending Prisoner Information** is to provide batch jails a means to correct any Prisoner Information errors that were encountered during the batch upload. This is the first (1st) of three (3) screens. All available information will be pre-filled from the pending area of the LIDS database. In order to access this screen, you will need to enter the prisoner's SSN.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **Correct Pending Errors - Screen #1 Pending Prisoner Information**

LCP1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0022497
CONFINE PRISONER **PENDING PRISONER INFORMATION**		
JAIL: <u>009</u> PRISONER ID _____ SSN: <u>123456789</u> CCRE _____ <div style="display: flex; justify-content: space-around; font-weight: bold; margin-top: 5px;"> LAST FIRST MIDDLE SUFFIX </div> NAME: <u>WOOD</u> <u>BARRY</u> <u>RANDALL</u>		
DATE OF BIRTH: <u>11101956</u> APPROX AGE _____ DATE APPROX AGE RECORDED _____ RACE: <u>W</u> SEX: <u>M</u> HEIGHT: <u>05 08</u> WEIGHT: <u>155</u> HAIR COLOR: <u>BRO</u> EYE COLOR: <u>BLU</u> COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____ IMMIGRATION ID NUMBER _____ SCARS MARKS AND TATTOOS _____		
MEDICAL ALTER FLAG _____ DNA SAMPLE _____ DNA SAMPLE KNOWN DATE _____ MEDICAL ALTER COMMENTS _____		
INVENTORY OF POSSESSIONS _____		
**COMPLETE SCREEN AND PRESS ENTER FOR CONFINEMENT INFORMATION CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		
CORRECT PRISONER INFORMATION		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors, Pending Prisoner Information

- Option 'A', Correct Pending Errors is utilized by localities that batch up-load their monthly inmate population
- In order to correct the inmate population that was submitted as a batch up-load, localities must complete the screens listed below within Option 'A'. LIDS was designed to edit all data input field. The three (3) screens that will need to be corrected are:
 - ✓ Prisoner information, screen #1
 - ✓ Confinement information, screen #2

- ✓ Offense information, screen #3
- If you know that a particular inmate record is incorrect and needs to be corrected you may enter the SSN and select Option 'A' and hit enter and the three (3) screens mentioned above will appear
 - ✓ Example: Can correct an overlap with another jail if that inmate is in your pending error file
- Utilizing the download error file provides you with a means to read error messages
- Optional fields will only be edited when something is entered in the field
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic 'Highlighted fields in error' message will be returned to the screen.
- When all fields associated with the Prisoner Information screen #1, have successfully passed the edit process, hit enter and you will be lead to the next screen, Pending Current Confinement Information - Screen #2. See the next page.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'A', Correct Pending Errors-Screen #2, Update Confinement Information** is to provide batch jails a means to correct data fields relating to the current confinement for a specific prisoner that is being uploaded to LIDS and is sitting in the error file. This is the first (2nd) of three (3) screens.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **Correct Pending Errors - Screen #1 Pending Prisoner Information**
- **Screen #1 Pending Prisoner Information - Screen #2 Current Confinement Information**

LCP2

LOCAL INMATE DATA SYSTEM (LIDS)

V1.0030697

CONFINE PRISONER

*** PENDING INFORMATION CORRECTION ***

NAME: WOOD, BARRY RANDALL TO DELETE CONFINMENT, TYPE DELETE HERE->

JAIL: 009 PRISONER ID _____ SSN: 224781111 CCRE _____

COMMITMENT DATE: 12021999 TIME: 101000 REASON CONFINED: 20

RELEASE DATE--> _____ TIME _____ REASON RELEASED ____

TRANSFER TO JAIL ____

HOUSING STATUS ____ FACILITY LOCATION ____ HOLDING FOR JURISDICTION ____

DETAINERS _ JAIL NUM (1-5) ____

DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS ____

GOOD TIME: EXEMPLARY: YEARS ____ MONTHS ____ DAYS ____

STATUTORY: YEARS ____ MONTHS ____ DAYS ____

JUDICIAL: YEARS ____ MONTHS ____ DAYS ____

ALERT FLAG

COMMITMENT

COMMENTS _____

CURRENT

LOCATION _____

****COMPLETE SCREEN AND PRESS ENTER FOR OFFENSE INFORMATION;**

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

ENTER CORRECT INFORMATION

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #2, Current Confinement Information

- Option 'A', Correct Pending Errors is utilized by localities that batch up-load their monthly inmate population

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

- Frequently used to update data that has caused an overlap with another jail
- In order to correct the inmate population that was submitted as a batch up-load, localities must complete the screens listed below within Option 'A'. LIDS was designed to edit all data input field. The three (3) screens that will need to be corrected are:
 - ✓ Prisoner information, screen #1
 - ✓ Confinement information, screen #2
 - ✓ Offense information, screen #3
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- If you know that a particular inmate record is incorrect and needs to be corrected you may enter the SSN and select Option 'A' and hit enter and the three (3) screens mentioned above will appear
- Utilizing the download error file provides you with a means to read error messages
- You may also utilize this screen to delete a confinement if needed. You will have to hit enter again to confirm that you wish to delete the confinement
- Optional fields will only be edited when something is entered in the field
- All fields failing the edit process will be highlighted and the cursor will be placed on the first field in error
- If only one field fails the edit process, a specific message relating to the error will be returned
- If more than one field fails the edit process the generic 'Highlighted fields in error' message will be returned to the screen. .
- When all fields associated with the Current Confinement Information screen #2, have successfully passed the edit process, hit enter and you will be lead to the next screen, Pending Offense Information Screen #3. See next page.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option 'A', Correct Pending Errors -Screen #3, Offense Information is to provide batch jails a means to correct offense data fields relating to the current confinement for a specific prisoner that is being uploaded to LIDS and is sitting in the error file. This is the first (3rd) of three (3) screens.

Navigation Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'A' - Correct Pending Errors**
- **1ST Screen #1 Pending Prisoner Information, 2ND Current Confinement Information, THEN Screen #3 Offense Information (if only one offense); OR Offense Pick List if more than one offense**

LSI1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0100697
PENDING OFFENSE INFORMATION PICK LIST		
SSN: <u>123456789</u> WOOD, BARRY RANDALL REASON CONFINED: <u>20</u>		
SELECT	OFFENSE	SEQUENCE TYPE OFFN.DATE CRT.DATE SENTENCE COURT
-	NAR3033F9	0001 A 06161999 01141997 001/010/000 009
-	NAR3020M9	0002 A 06161999 _____ _____ 009
-	NEW	0003 - _____ _____ _____
-	_____	_____ _____ _____
OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE "1"=RETURN TO PRISONER SCREEN;"2"=RETURN TO CONFINEMENT SCREEN; "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES		

LCP3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0031297
CONFINED PRISONER		
* PENDING OFFENSE INFORMATION *		
NAME: WOOD, BARRY RANDALL		
JAIL 009	PRISONER ID	SSN <u>123456789</u> CCRE _____
REASON CONFINED <u>20</u>		DELETE OFFENSE <u>N</u>
OFFENSE CODE <u>NAR3033F9</u>	OFFENSE TYPE <u>A</u>	
OFFENSE DATE <u>06161999</u>	OFFENSE SEQUENCE NUMBER <u>1</u>	
ARREST DATE <u>06161999</u> TIME <u>055100</u>		
ARRESTING OFFICER _____		
ASSISTING OFFICER _____		
COURT JURISDICTION <u>009</u> COURT TYPE ____ DOCKET NUMBER _____		
OFFENSE SENTENCE DATE <u>02112000</u> OFFENSE AS SENTENCED <u>NAR3033F9</u>		
SENTENCE LENGTH: YEARS: <u>0001</u> MONTHS <u>0010</u> DAYS ____ OFFENSE TYPE <u>A</u>		
CONCURRENT SENTENCE <u>N</u> OFFENSE DISPOSITION ____ DISPOSITION DATE ____		
DONE <u>Y</u> (Y/N)		
**COMPLETE SCREEN AND PRESS ENTER TO ADD ADDITIONAL OFFENSES - WHEN ALL OFFENSES HAVE BEEN ENTERED ENTER "Y" IN "DONE" CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List

- The first screen shown is the pick list screen if the offender has multiple offenses
- If the offender confined has one (1) offense then you will not receive the first screen but you will receive the second offense screen
- Utilized by localities that batch up-load to update Current Offense Information

- Utilized to update prisoners information from awaiting trial to sentenced
- Utilized to satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense
- Update Offense Screen
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can update
 - ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - Place an 'X' to the left of the offense that you want to update ('Select' column) **OR**
 - **IF** you need to add a new offense then place the 'X' beside 'NEW'
 - Hit enter
 - Update data fields
 - Input 'U' in the Option field to Update your data fields **OR**
 - Input 'D' in the Option field to Delete the Offense
 - You will receive a message asking if you want to delete this offense, hit enter again
 - Receive a message that the Offense has been updated or added or deleted
 - Back out to see your update on the Offense Pick List
 - If you have additional offenses that need to be updated, then go through the same process above
- Offense screen is broken down into two (2) sections
 - ✓ Top section should reflect the arresting information concerning that offense
 - ✓ Bottom section should reflect sentencing information concerning that offense, if it applies
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence
- Each Offense will defaulted to 'N' Non-Concurrent
- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List (continued)

- You must remember to update the pending charge once the offender is sentenced.
 - ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon

- ⇒ Total Day Count Rule - don't count the commit date but you do count the release date
- ⇒ State Day Count Rule - count the commit date but you don't count the release date
- ✓ If the offender HAS Pending Felony Charges utilize the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
- Your state reimbursement would be \$8 per day (based on the reimbursement rule)
- The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
- ⇒ Total Day Count Rule - don't count the commit date but you do count the release date
- ⇒ State Day Count Rule - you count the commit date but you don't count the release date
- Use the proper Offense Type of 'A' or 'B' for the pending felony charge
- ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
- ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
- Use the proper VCC Code to match the felony charge
- ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
- Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status is provided by LIDS based upon the offense information provided by the locality
 - ✓ See Reference Codes for Payment Status Codes
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website under the LIDS Information Icon: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
 - ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.
 - ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day.

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'A', Correct Pending Errors - Screen #3, Offense Information Pick List (continued)

- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.
 - ✓ Can be canceled by depressing the PF3 key.
 - ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)

- If you receive a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

COMMITMENT MAINTENANCE MENU (Continued)

The Purpose of Option 'B' Prisoner Transfer Status Screen list all prisoners that Department of Corrections (DOC) reflects as having a complete and final court order posted on the LIDS. These inmates should be transferred to a Department of Corrections facility.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'B' - Transfer Status**

TRANSFER STATUSJAIL: **001** ACCOMACK COUNTY JAIL

SSN	LAST NAME	COURT ORDER DATE	ANTICIPATED TRANS DATE	DAYS UNTIL RESPONSIBLE
100000011	JONES	04241996	08011996	- 048
000557799	HARRISON	05011996	09011996	- 017
111110001	TEST	04241996	09021996	- 016
550011234	BOOK	09011996	09291996	011
228068972	CLINTON	09011996	09291996	011
230031234	WONKA	09031996	09301996	012
000111333	NAMELASAT	05011996	09301996	012
000009998	NAMELAST	05021996	10101996	022
000335577	TESTLAST	05011996	11111996	054

OPTION=> N (N/P/R)

"N" = NEXT PAGE "P" = PREVIOUS PAGE "R" = RETURN TO MENU

COMMITMENT MAINTENANCE MENU (Continued)**HELPFUL HINTS - OPTION 'B', Prisoner Transfer Status**

- Provides you with a screen which lists all prisoner that DOC reflect as having a complete and final court order posted on the LIDS
- Prisoners are listed in descending order by anticipated transfer date
- Prisoners having an anticipated transfer date in the past will have their entry highlighted on the data screen
- Enter one of the following to move through the transfer status screen:
 - ✓ 'N' Next Screen
 - ✓ 'P' Previous Screen
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option 'C' Browse by Prisoner Alias Name Screen provides you with another means to search for a prisoner's confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'C' - Browse by Prisoner Alias Name**

LPB2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0121096
PRISONER BROWSE BY ALIAS NAME		
NAME: LAST FIRST MIDDLE		
<u>HARRISON</u>		
JAIL T	S	HAIR EYE MED
C NUM P	SSN	ALIAS (LAST, FIRST MI) DOB/AGE X HGT WGT COL COL FLG
_ 087 B	123456789	HAUSER, CHARLES E 1970-07-30 M _____ _____ N
ALIAS	1	SCAR/TATTOO-> _____ COMMIT 1996-12-05 RELEASE 1997-01-07
_ 085 B	987654321	HAUSLEY, TESSIE M 1963-11-10 F _____ _____ N
ALIAS	1	SCAR/TATTOO-> _____ COMMIT 1997-03-11 RELEASE 1997-03-11
_ 465 B	147852369	HAWKINS, DAVID R 1972-12-11 M _____ _____ N
ALIAS	1	SCAR/TATTOO-> _____ COMMIT 1997-03-21 RELEASE 1997-03-22
_ 087 B	369852147	HAWTHORNE, PREDZEL P 1955-11-25 M _____ _____ N
ALIAS	1	SCAR/TATTOO-> _____ COMMIT 1996-12-09 RELEASE
_ 059 B	258741963	HAYES, SERGIO E 1974-10-19 M 6.00 205 BLK BRO N
ALIAS	1	SCAR/TATTOO-> _____ COMMIT 1997-02-28 RELEASE
_ 087 B	951753258	HAYNES, KIMBERLEY D 1964-09-11 F _____ _____ N
OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU		

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'C', Browse By Prisoner Alias Name

- Utilized to browse by prisoner alias name
- Frequently used when you learn the prisoners has an alias name
- Frequently used when you need to search information on a prisoner and you don't have their SSN
- If you browse by prisoner alias name and you enter one of the three (3) options listed below you will go directly to the prisoners primary name and offender information
- Enter the prisoner's alias name you wish to browse on the Commitment Maintenance Screen and select Option 'C',
 - ✓ Enter
 - ✓ At the left of the prisoners alias name which you wish to browse enter one of the three (3) means to browse that prisoner information

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

3-47

- ⇒ Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
- ⇒ Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
- ⇒ Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error. You will need to go back to the Commit Maintenance screen and select the proper option to update the data, which is incorrect.
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'D', SSN Change Utility** is to provide the mechanism for changing a SSN for a specific confinement. This screen is to be used to update the prisoner's Social Security Number.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'D' - SSN Change Utility**

****SSN CHANGE UTILITY****

JAIL 560 CLIFTON FORGE CITY JAIL

CURRENT SSN: 956000008

NAME: LAST HARRISON FIRST FRED MID JAMES SUF

REASON CONFINED: 10 COMMIT DATE: 03202000 COMMIT TIME: 120000

REASON RELEASED: RELEASE DATE: RELEASE TIME:

CHANGE SSN TO: 121212123 REASON FOR CHANGE: 2 (1=KEYED IN ERROR,
2=SSN UNKNOWN AT COMMIT,
3=PRISONER SUPPLIED AKA SSN)

"I"=INQUIRE, "U"=UPDATE

ENTER OPTION HERE =

MORE..PRESS ENTER FOR NEXT CONFINEMENT

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'D', Social Security Number Change Utility

- Guidelines for Social Security Number verification (SSN) matching the inmate's name, date of birth and sex:
 - ✓ Contact your local Social Security Administration (SSA)
 - ✓ Contact Department of Motor Vehicles
 - ✓ Search through Livescan
 - ✓ Search through VCIN
 - ✓ Search using the CCRE (also known as the SID) or FBI number

- Utilized to update a prisoners SSN, if incorrectly entered in LIDS
- Utilized to update a prisoners SSN, if the SSN was unknown at the time of booking
- Utilized to update a prisoners SSN, if the prisoner provided and AKA SSN at the time of booking
- Updating SSN:
 - ✓ You must first enter in the Current SSN as entered in LIDS incorrectly
 - ✓ Select Option 'D' and press enter
 - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time
 - ✓ Tab and enter in required fields to update SSN:
 - Change SSN to (enter in correct SSN)
 - Enter Reason for Change:
 - ⇒ 1 = Keyed in error
 - ⇒ 2 = SSN unknown at Commit
 - ⇒ 3 = Prisoner supplied AKA SSN
 - ✓ Lastly, select option 'U' for Update SSN
- Clear Screen - Returns you to Commitment Maintenance Menu
- Be sure to update your Local System when you change a SSN on LIDS.
- Be sure to update your inmates file to reflect the changed SSN so that when audited the file and LIDS reflect the updated SSN

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'E', Submit Batch Job** is to allow you to submit your batch job under LIDS instead of through TSO1. This option should be utilized once you have cleared all pending errors.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'E' - Submit Batch Job**

LAJ9-1	LOCAL INMATE DATA SYSTEM (LIDS)
BATCH JOB SUBMISSION	
JAIL: 001	ACCOMACK COUNTY JAIL
OPTIONS	
<u>A</u>UPLOAD PROCESSING/PENDING MERGE	
Z.....OTHER _____	
ENTER THE FULL DATASET NAME IE: SCB.PROD.LIDS.JCLLIB(SCBJ001)	
ENTER OPTION: <u>A</u>	
CLEAR SCREEN TO RETURN TO LIDS MAIN MENU	

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'E', Submit Batch Job

- The purpose of the Submit Batch Job is to allow you to submit your batch job under LIDS instead of through TSO1.
- This option will save you time by not having to back all the way out to submit your batch job
- This option should be utilized once you have cleared all pending errors.
- Option 'A' submits batch job. This is the only valid option
- Clear Screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option 'F', Re-Commit with No New Charges is to allow you to confine a prisoner using information from a previous confinement.

Navigational Path:

- **LIDS Main Menu - enter Option '3' - Commitment Maintenance**
- **Commitment Maintenance Menu - enter Option 'F' - Re-Commit No New Charges**

COMMITMENT MAINTENANCE MENUJAIL **560** CLIFTON FORGE CITY JAILPRISONER INFO: **SSN: 956000008** **DATE OF BIRTH: 09191959** OR APPROXIMATE AGE: __NAME: LAST: **HARRISON** FIRST: **FRED** MID: **JAMES** SUF __**COMMIT DATE:** __ **COMMIT TIME:** __

RELEASE DATE: __ RELEASE TIME: __ RELEASE REASON: __

NON-CONSECUTIVE DAYS: ESTIMATED NUMBER OF CONFINEMENTS: __

ALIAS: LAST __ FIRST __ MID __ SUF __

OPTIONS: **F**

- | | |
|------------------------------------|----------------------------------|
| 1. CONFINED PRISONER | 2. UPDATE PRISONER INFO |
| 3. UPDATE CURRENT CONFINEMENT INFO | 4. UPDATE OFFENSE INFO |
| 5. ADD ADDITIONAL OFFENSES | 6. RELEASE PRISONER |
| 7. DELETE OFFENSE | 8. ADD PRISONER ALIAS NAME |
| 9. BROWSE BY PRISONER NAME | A. CORRECT PENDING ERRORS |
| B. TRANSFER STATUS | C. BROWSE BY PRISONER ALIAS NAME |
| D. SSN CHANGE UTILITY | E. SUBMIT BATCH JOB |
| F. RE-COMMIT NO NEW CHARGES | G. DELETE CONFINEMENT |
| H. UN-RELEASE PRISONER | I. ALIAS SSN |
- JAIL BROADCAST MESSAGES

Error Message:

PRISONER 956000008 IS CURRENTLY CONFINED IN 560 PHONE NUMBER IS (540) 863-2511

COMMITMENT MAINTENANCE MENU (Continued)**HELPFUL HINTS - OPTION 'F', Re-Commit No New Charges**

- Only the commitment date and time can be changed
- This option is only valid if the previous release is equal to:
 - ✓ '35' Transferred to other jail,
 - ✓ '40' Weekenders,
 - ✓ '45' Released to Hospital OR
 - ✓ '36' Released to State Hospital AND
 - ✓ **IF** the prisoner has no new charges from the last time he was committed.

- Clear screen - Returns you to Commitment Maintenance Menu

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of Option 'G', Delete Confinement is to allow you to delete a confinement entered in error during the report month.

Navigational Path:

- LIDS Main Menu - Enter Option '3' - Commitment Maintenance
- Option '3' Commitment Maintenance - Option 'G' - Delete Confinement

LRD1

LOCAL INMATE DATA SYSTEM (LIDS)

V1.1093097

****DELETE CONFINEMENT****

JAIL 001 ACCOMACK COUNTY JAIL

INMATE SSN: 956000001

NAME: LAST JONES FIRST HARRY MID ____ SUF

REASON CONFINED: 10 COMMIT DATE: 03271998 COMMIT TIME: 121500

REASON RELEASED: 19 RELEASE DATE: 03271998 RELEASE TIME: 123000

"I"=INQUIRE, "D"=DELETE
ENTER OPTION HERE =____

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'G', Delete Confinement

- Utilized to Delete a Confinement during the report month and prior to the monthly approval
- Delete Confinement:
 - ✓ From the Commitment Maintenance Screen you must first enter:
 - Current SSN
 - Commit Date
 - Commit Time
 - ✓ Select Option 'G' and press enter
 - ✓ Next select 'I' (Inquire) to ensure you have the proper prisoner, SSN, Commit date and time

- ✓ Enter 'D' Delete
- ✓ Enter
- ✓ Receive a message 'Do you want to delete this confinement'
- ✓ This gives you one more change to check and make sure you want to delete the confinement
- ✓ If you do want to delete the confinement, Press Enter
- Clear Screen - Returns you to the Reimbursement Maintenance Menu
- If during the process the system indicates that you cannot delete the confinement from this option then you will need to go to Reimbursement Maintenance, Option #6 from the main menu, Option #12, Delete Confinement within Reimbursement Maintenance
 - ✓ The reason the system may not allow you to delete is that the confinement was reported in a prior month and by deleting the confinement you will need to make a financial adjustment.

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'H', Un-Release** Prisoner is to un-release a prisoners confined in jail during the current report month.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'H' – Un-Release Prisoner**

- ✓ From the Un-Release Screen clear out the following fields if you wish to un-release the prisoner during the current month:
 - Reason Released
 - Transferred To Jail (If applicable)
 - Old Release Date (mmddyyyy)
 - Time (hhmmss)
- You will receive a message that the prisoner has been un-released

COMMITMENT MAINTENANCE MENU (Continued)

The purpose of **Option 'I', Alias SSN**, is to add, change or delete an Alias SSN for prisoners confined in jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '3' - Commitment Maintenance**
- **Option '3' Commitment Maintenance - Option 'I' – Alias SSN**

JAIL: 015 AUGUSTA COUNTY JAIL
PRISONER'S PRIMARY SSN: **223344556** NAME: **JONES, SAM**

ACTION ALIAS SSN ENTERED BY DATE COMMENTS (2ND LINE)

A **223344557** **SCB001** **05232000**
PRIMARY SSN VERIFIED THROUGH DMV ON 5/20/2000 BY SCB001

ACTION: **A**= ADD; **D**= DELETE; **U**= UPDATE

OPTION: ____ **N** =NEXT PAGE; **P** = PREVIOUS PAGE; **R** =RETURN TO MENU

MESSAGE: Alias SSN Updated

COMMITMENT MAINTENANCE MENU (Continued)

HELPFUL HINTS - OPTION 'T', Alias SSN

- The purpose of an Alias SSN screen is to give you an additional means to monitor and or track your inmate population
- Alias SSN's will be linked to the prisoners Primary SSN
- Required Fields
 - ✓ Action
 - Enter in either Add, Delete or Update
 - ✓ Alias SSN
 - Enter in the prisoners Alias SSN

- ✓ Comments (2nd Line)
 - Enter in comments to identify method utilized to verify primary SSN
- Non-Required Fields
 - ✓ Entered By
 - Entered in by LIDS based on who's Logon-ID is being used to enter the Alias SSN
 - ✓ Date
 - Enter in by LIDS based on date Alias was Added/Deleted/Updated
- Options
 - ✓ N = NEXT PAGE
 - ✓ P = PREVIOUS PAGE
 - ✓ R = RETURN TO MENU



4. Forms Maintenance

The purpose of **Option #4, Forms Maintenance Menu** is to facilitate the production of on-line query reports. These reports cannot be directly printed to a printer. To print the reports you must use your screen print option or download when appropriate. You must first decide what type of report you desire, and then you need to decide the sequence that is needed once you are at the desired screen.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**

LMN5-A	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16																		
SCBM99 V.05102000	FORMS MAINTENANCE MENU	10.23.31																		
OPTION: A																				
<table border="0"> <tr> <td>A. VIEW EXISTING REPORTS</td> <td>B. OFFLINE REPORTS, QUERIES AND FILES</td> </tr> <tr> <td>C. DRUNK IN PUBLIC</td> <td>D. OUT-OF-STATE CONTRACT PRISONERS</td> </tr> <tr> <td>E. CURRENT JAIL ROSTERS</td> <td>F. MONTHLY JAIL SUMMARY</td> </tr> <tr> <td>G. COMMITTED DURING PERIOD</td> <td>H. (LEFT BLANK FOR EXPANSION)</td> </tr> <tr> <td>I. RELEASED DURING PERIOD</td> <td>J. HELD BY AGREEMENT</td> </tr> <tr> <td>K. PRETRIAL REPORT</td> <td>L. PRETRIAL RELEASE</td> </tr> <tr> <td>M. HELD FOR JURISDICTION</td> <td>N. HOUSED IN ANOTHER JAIL</td> </tr> <tr> <td>O. JAIL CONTRACT BED LIST</td> <td>P. LIST BY REASON CONFINED</td> </tr> <tr> <td>Q. (LEFT BLANK FOR EXPANSION)</td> <td>R. MONTHLY BILLING REPORT</td> </tr> </table>			A. VIEW EXISTING REPORTS	B. OFFLINE REPORTS, QUERIES AND FILES	C. DRUNK IN PUBLIC	D. OUT-OF-STATE CONTRACT PRISONERS	E. CURRENT JAIL ROSTERS	F. MONTHLY JAIL SUMMARY	G. COMMITTED DURING PERIOD	H. (LEFT BLANK FOR EXPANSION)	I. RELEASED DURING PERIOD	J. HELD BY AGREEMENT	K. PRETRIAL REPORT	L. PRETRIAL RELEASE	M. HELD FOR JURISDICTION	N. HOUSED IN ANOTHER JAIL	O. JAIL CONTRACT BED LIST	P. LIST BY REASON CONFINED	Q. (LEFT BLANK FOR EXPANSION)	R. MONTHLY BILLING REPORT
A. VIEW EXISTING REPORTS	B. OFFLINE REPORTS, QUERIES AND FILES																			
C. DRUNK IN PUBLIC	D. OUT-OF-STATE CONTRACT PRISONERS																			
E. CURRENT JAIL ROSTERS	F. MONTHLY JAIL SUMMARY																			
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I. RELEASED DURING PERIOD	J. HELD BY AGREEMENT																			
K. PRETRIAL REPORT	L. PRETRIAL RELEASE																			
M. HELD FOR JURISDICTION	N. HOUSED IN ANOTHER JAIL																			
O. JAIL CONTRACT BED LIST	P. LIST BY REASON CONFINED																			
Q. (LEFT BLANK FOR EXPANSION)	R. MONTHLY BILLING REPORT																			
SELECT OPTION THEN PRESS ENTER OR CLEAR KEY TO EXIT																				

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – OPTION '4', Form Maintenance

- Utilized to produce on-line query reports
- Utilized to balance monthly submissions
- Utilized to prepare for LIDS Audits performed by CB staff
- Effective 7/1/2000, Forms Maintenance was redesigned to be user friendly
- Enter one of the following Option:
 - ✓ 'A' View Existing Reports
 - Provides you with a means to go back and look at every requested report
 - ✓ 'B' Offline Reports, Queries and Files
 - Provides you with a means to download reports or files
 - Must write down the COMPLETE file name that is to be downloaded
 - ⇒ Example: SCB.TEST.J013.CURRTJRA.RTF

- ✓ 'C' Drunk in Public
 - Provides you with a means to view your Drunk in Public population
- ✓ 'D' Out-Of-State Contract Prisoners
 - Provides you with a means to view your Out-of-State Contract population
- ✓ 'E' Current Jail Roster
 - Provides you with a means to view your Current Jail Roster
- ✓ 'F' Monthly Jail Summary
 - Provides you with a means to view your monthly statistics
- ✓ 'G' Committed During Period
 - Provides you with a means to view who was Committed during a certain period
- ✓ 'H' (left blank for future expansion)
- ✓ 'I' Released During Period
 - Provides you with a means to view who was Released during a certain period
- ✓ 'J' Held by Agreement
 - Provides you with a means to view who was Held by Agreement during a certain period
- ✓ 'K' Pretrial Reports
 - Provides you with a means to view who was held on Pretrial during a certain period
- ✓ 'L' Pretrial Release
 - Provides you with a means to view who was Released on Pretrial status
- ✓ 'N' Housed in another Jail
 - Provides you with a means to view who was Housed in another Jail during a certain period
- ✓ 'O' Jail Contract Bed List
 - Provides you with a means to view the population that was placed in a Jail Contract Bed
- ✓ 'P' List by Reason Confined
 - Provides you with a means to view who was Released during a certain period
- ✓ 'Q' Burglar/Sex Offender Report
 - Provides you with a means to view your Burglar/Sex Offender population
- ✓ 'R' Monthly Billing Report
 - Provides you with a means to help you with your monthly billings
 - In order to utilize you must provide/fill in the information on the Confinement Screen
- OR Clear Screen - Returns you to Commitment Maintenance Menu

Forms Maintenance (Continued)

The purpose of **Option 'A' View Existing Reports** is to provide you with a means to go back and look at every report requested from Form Maintenance Menu.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'A', View Existing Reports**

OPTION 'A' - VIEW EXISTING REPORTS

S	DATE	TIME	USER-ID	TITLE
<input type="checkbox"/>	05162000	135408	SCB1111	CURRENT CONFINES BY NAME CNT= 281

V = VIEW REPORT **OR** **D** = DELETE **OR** **P** = PRINT (BATCH) REPORT
F3 = EXIT

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – SCREEN 'A', View Existing Reports

- This screen should be utilized after you have gone in and request to view reports that you have requested a download from a Forms Maintenance Report
 - ✓ When you download make sure you remember to write down the File Name.
- 'A' View Existing Reports
 - ✓ Provides you with a means to go back and look at every requested report
- Provides the following information
 - ✓ The date that the report was submitted
 - ✓ The time of the day that the report was submitted
 - ✓ The User that requested the report
 - ✓ AND the title of the report requested

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

- The following options are available
 - ✓ **V** = VIEW REPORT **OR**
 - ✓ **D** = DELETE **OR**
 - ✓ **P** = PRINT (BATCH) REPORT
 - ✓ OR Clear Screen - Returns you to Commitment Maintenance Menu

Forms Maintenance (Continued)

The purpose of Screen 'B' Offline Reports, Queries and Files is to provide you with a means to download reports or files.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'B', Offline Reports, Queries and Files**
- **Screen 'B', Offline Reports, Queries and Files to the File Name Screen**

LMN5-B	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.27.00
V.05102000	OFFLINE REPORTS, QUERIES AND FILES	

OPTION: **A**

A. CURRENT JAIL ROSTER FILE	B. CONFINEMENTS FOR PERIOD FILE
C. RELEASES FOR PERIOD FILE	D. MONTHLY FINANCIAL DETAIL FILE
E. INSURANCE REPORT AND FILE	F. POSSIBLE ERRORS REPORT
G. INTELLIGENT QUERY	H. HISTORIC JAIL ROSTER
I. CONFINEMENTS W/NCIC OFFENSE CODES	

SELECT OPTION THEN PRESS ENTER
OR CLEAR KEY TO EXIT

LMN5-M	LOCAL INMATE DATA SYSTEM (LIDS)	V.05162000
SCBM99M		

YOUR REPORT/FILE: **CURRENT JAIL ROSTER FILE** (05/18/2000)
THE BELOW LISTED FILE MAY BE DOWNLOADED, WHEN THE JOB IS COMPLETE.
SCB.TEST.J001.LSTBCJR2.RTF

PRESS ENTER TO CONTINUE

FORM MAINTENANCE MENU (Continued)

HELPFUL HINTS – SCREEN ‘B’, Offline Reports, Queries And Files

- Provides you with a means to download reports or files
- You have the capability to download the following reports
 - ✓ A. Current Jail Roster File
 - ✓ B. Confinements for Period File
 - ✓ C. Releases for Period File
 - ✓ D. Monthly Financial Detail File
 - ✓ E. Insurance Report and File

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- ✓ F. Possible Errors Report
- ✓ G. Intelligent Query File
- ✓ H. Historic Jail Roster
- ✓ I. Confinements with NCIC Offense Codes
- Enter Option
- Press Enter
- The next screen represents the report you wish to either
 - ✓ View from Option 'A' View existing Reports OR
 - ✓ Download
 - ⇒ Must write down the **COMPLETE FILE NAME** that you wish to downloaded
 - ⇒ Example: **SCB.TEST.J001.LSTBCJR2.RTF**
 - ⇒ Press Enter to Continue

Forms Maintenance (Continued)

The purpose of Option 'C', Drunk in Public is to provide you with a means to view your Drunk in Public population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'C' Drunk in Public**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
 SCBM99 FORMS MAINTENANCE 10.32.56
 JAIL # 001 V.05102000

REPORT/FILE: OPTION 'C' - DRUNK IN PUBLIC

PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999

MONTH: **01** YEAR: **1999**

JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____

REASON CONFINED: ____

SEQUENCE ORDER: **A**

A. BY SSN

B. BY LOCAL PRISONER ID

C. BY NAME

D. BY DATE CONFINED EARLIEST FIRST

E. BY DATE CONFINED LATEST FIRST

F. BY DATE RELEASED EARLIEST FIRST

G. BY DATE RELEASED LATEST FIRST

H. BY REGION

I. BY JAIL

ENTER VALID MONTH/YEAR

LPS2-2 JAIL 001 **DRUNK IN PUBLIC** COUNT 7 DAYS 37 V.04022000

FOR MONTH **01/1999** AS PRODUCED ON 05182000

SSN	COMMIT.DATE	TIME	INMATE NAME (LAST,FIRST,MIDDLE)	DAYS	DOLS
211111111	12251998	210800	VICTORY, BOOTH	31	248
211222222	01121999	163500	EWELL, JOHN	1	8
211333339	01031999	205000	BONDS, JAMES		1 8
222333333	01121999	123500	SPROUSE, THOMAS		1 8
244444444	01021999	231000	MEARS, JIM	1	8
455555555	01231999	104600	PATLAN, BRUCE		1 8
566666666	01231999	104600	DOE, JOHN		1 8
TOTAL DAYS DRUNK IN PUBLIC				37	296

F2 F3 F4
 DELETE EXIT PRINT
 REPORT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN 'C', Offline Reports, Queries And Files

- Provides you with a means to view your Drunk in Public population
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order

- Once you are in the report screen you will utilize the following:
 - ⇒ 'F2' Deletes the report
 - ⇒ 'F3' Allows you to Exit the report
 - ⇒ 'F4' Allows you to Print the report

Forms Maintenance (Continued)

The purpose of Screen 'D', Out-Of-State Contract Prisoners is to provide you with a means to view your Out-of-State Contract population.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'D', Out-Of-State Contract Prisoners**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
 SCBM99 FORMS MAINTENANCE 10.37.11
 JAIL # **710** V.05102000
 REPORT/FILE: **OUT-OF-STATE CONTRACT PRISONERS**
 PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999

MONTH: **02** YEAR: **2000**
 JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____
 REASON CONFINED: ____

SEQUENCE ORDER: **A**
 A. BY SSN B. BY LOCAL PRISONER ID
 C. BY NAME
 D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
 F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
 H. BY REGION I. BY JAIL

ENTER VALID MONTH/YEAR

2000-05-24 **REPORT OF OUT-OF-STATE CONTRACT PRISONERS** JAIL SUMMARY
 REPORT DATE: FEBRUARY 2000

VIEW	JAIL	JAIL NAME	COUNT	MONTHLY STATUS
Y	710	NORFOLK CITY JAIL	10	APPROVED
-	-	-	-	-
-	-	-	-	-

OPTION 1 (1 REPORT VIEW / ENTER "Y" LEFT OF JAIL; CLEAR TO RETURN TO MENU)

LPI3 LOCAL INMATE DATA SYSTEM (LIDS) V1.1081199
 2000-05-24 REPORT OF OUT-OF-STATE CONTRACT PRISONERS JAIL DETAIL
 REPORT DATE: FEBRUARY 2000
 JAIL: 710 JAIL NAME: NORFOLK CITY JAIL

RESN	SSN	PRISONER NAME	CUR LOC	HOUSING FACILITY	DAYS
73	077777778	GILLIS, JIM	NORFOLK MAX	MED	12
73	091111111	DUNCAN, MIKE	NORFLK MED	MAX	16
73	102222222	TYSON, JAMES	NORFOLK MED	MAX	16
73	177777771	LEVENITE, TOM	NORFOLK MED	MAX	29
73	214444444	OBRIEN, WAYNE	NORFOLK MED	MED	2
73	220333333	PETTIT, JIM	NORFOLK MED	MAX	12
73	314444444	DAILEY, TOM	NORFOLK MAX	MAX	29
73	325555555	SHIPP, BRUCE	NORFOLK MAX	MAX	26
73	336666666	CLARK, JOE	MIN	MED	29
73	387777777	WADE, OLIVER	NORFOLK MAX	MAX	2

OPTION J "J" VIEW NEXT JAIL CLEAR MAIN MENU

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘D’, Out-Of-State Contract Prisoners

- Provides you with a means to view your Out-of-State Contract population
- Required fields are:
 Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- ✓ Date
- ✓ Month
- ✓ Sequence Order
- Place an 'x' next to the Jail you wish to view
 - ✓ Enter
- Once you are in the report screen you will utilize the following:
 - ⇒ 'J' View Next Jail
 - ⇒ OR Clear Screen to go back to the main menu

Forms Maintenance (Continued)

The purpose of **Option 'E', Current Jail Roster** is to provide you with a means to view your Current Jail population

Navigational Path:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
SCBM99 FORMS MAINTENANCE 10.38.13
JAIL # 001 V.05102000
REPORT/FILE: **CURRENT JAIL ROSTER (05/16/2000)**
PERIOD BEGIN DATE (MMDDYYYY): _____ PERIOD END DATE (MMDDYYYY): _____
MONTH: __ YEAR: ____
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____
REASON CONFINED: ____
SEQUENCE ORDER: **A**
A. BY SSN B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
H. BY REGION I. BY JAIL
PRESS ENTER TO CONTINUE

LPS2-2	JAIL 001	CURRENT CONFINES BY SSN			CNT= 105	V.04022000
AS OF 05162000 143924						
SSN	COMMIT-DATE-TIME	REASON	LOCAL-ID	SSN	NAME	
111111111	02252000 201900	10		011111111	FERN, JAMES	
222222225	07271999 060000	10		222222225	REID, TIM	
333333333	09141999 215500	10		333333333	REID, JAMES	
444444440	01242000 170700	11		333333333	BOWEN, JOHN	
555555511	09141999 160000	10		555555511	REID, FREDDIE	
666666638	06151999 005600	10		666666638	SMITH, JIM	
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	EXT	SCROLL
REPORT		PAGE	PAGE		SCREEN	RIGHT

HELPFUL HINTS – SCREEN ‘E’, Current Jail Roster

- 4-71

- **Recommend that you balance your internal headcount to the Current Jail Roster report on a daily bases**
- Utilized to balance to your internal head count report
- Required Field:
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ 'F2' Deletes the report
 - ✓ 'F3' Allows you to Exit the report
 - ✓ 'F4' Allows you to Print page
 - ✓ 'F6' Takes you to the Last page
 - ✓ 'F8' Takes you to the next page of Information
 - ✓ 'F10' Allows you to scroll to the next screen of prisoners
 - ✓ 'F12' Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'F', Monthly Jail Summary** is to list monthly prisoner statistics

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'F', Monthly Jail Summary**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.39.27
JAIL # 680	V.05102000	
REPORT/FILE: MONTHLY JAIL SUMMARY		
PERIOD BEGIN DATE (MMDDYYYY): 04012000 PERIOD END DATE (MMDDYYYY): 04302000		
MONTH: __ YEAR: ____		
JURISDICTION (FIPS CODE): __ JAIL NUMBER: __		
REASON CONFINED: __		
SEQUENCE ORDER: _		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
VERIFY PERIOD BEGIN/END DATES		

SCBBSUMM-R001-680	LIDS JAIL SUMM	PAGE 1		
PRODUCTION	B.R.R.J.- LYNCHBURG	DATE 5/22/00 TIME 10:35:49		
EXTRACT DATES: FROM 04/01/2000 TO 04/30/2000				
DESCRIPTION	IN CUSTODY	RELEASED	TOTAL	TOTAL COMMITS
FEMALES	28	66	94	
MALES	107	268	375	
*** TOTALS ***	135	334	469	314
WHITES	26	126	152	
BLACKS	108	207	315	
HISPANICS	1	0	1	
OTHERS	0	1	1	
*** TOTALS ***	135	334	469	
FELONY	122	107	229	
MISDEMEANOR	13	178	191	
ORDANANCE	0	49	49	
*** TOTALS ***	135	334	469	

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN 'F', Monthly Jail Summary

- Provides you with a means to view your Monthly Jail Summary

- Required fields are:
 - ✓ Period Begin Date (mmddyyyy): _____
 - ✓ Period End Date (mmddyyyy): _____
- The following categories are examples of areas that are summarized on Screen 'F' Monthly Jail Summary:
 - ✓ Pretrial Commitments
 - ✓ Pretrial Releases
 - ✓ Convicted Commitments
 - ✓ Federal Commitments
 - ✓ Convicted Releases
 - ✓ Appeals
 - ✓ Convicted Days
 - ✓ Pretrial Days
 - ✓ United State Marshall
 - ✓ Gender
 - ✓ Race
 - ✓ Charges
 - ✓ Reason
 - ✓ Alternative

Forms Maintenance (Continued)

The purpose of **Option 'G', Committed During Period** is to provide a on-line report that list those inmates confined to a jail facility during a specified period.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'G', Committed During Period**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.40.29
JAIL # 001	V.05102000	
REPORT/FILE: COMMITTED DURING PERIOD		
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
MONTH: __ YEAR: ____		
JURISDICTION (FIPS CODE): __ JAIL NUMBER: __		
REASON CONFINED: __		
SEQUENCE ORDER: C		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
VERIFY PERIOD BEGIN/END DATES		

LPS2 -2	JAIL 001 CONFINED BETWEEN 07011999 AND 07311999 V1.0120396				
	AS OF 12011999 075152 CNT(25)				
NAME	SSN	COMMIT	REASON	LOCAL-ID	
ALLEN, TOM	225471108	10211996 180000		80	
BEAMON, WYATT	229178990	01261997 170000		10	
BEVERLY, JAMES	228158445	10091996 183000			12
BRENNER, ADAM	042469020	01071997 141500			22
BROWN, JAMES	086503143	01011997 024500		10	
BROWN, JAMES JR	229705383	01211997 163000			10
BUNNY, EASTER	956000007	01011997 120000			29
BUNNY, EASTER	956000007	01161997 120000			29
BUNNY, EASTER	956000007	01211997 120000			29
COOPER, BUDDIE	230040642	11091996 183000		20	
COOPER, FREDDIE	230040642	12221996 033000			10
DILBERT, MR	956000003	12011996 120000			10
FORBES, THOMAS	230279631	01091997 175600		10	
FORD, HENRY	956000005	12021996 140000			10
GODFREY, EARSEY W	224707943	12241996 215000		10	
GODFREY, EARSEY W	224707943	01031997 141700		10	
F2	F3	F10	F12		
DELETE	EXIT	NEXT	SCROLL		
REPORT		SCREEN	RIGHT		

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN 'G', Committed During Period

- Provides you with a means to view your inmate population that was confined during a specific time period
- Required fields are:
 - ✓ Period Begin Date (mmddyyyy): _____
 - ✓ Period End Date (mmddyyyy): _____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ⇒ 'F2' Deletes the report
 - ⇒ 'F3' Allows you to Exit the report
 - ⇒ 'F10' Allows you to scroll to the next screen of prisoners
 - ⇒ 'F12' allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'I', Released During Period** is to list those prisoners who have been released from a jail facility during a specified time period.

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'I', Released During Period**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
SCBM99 FORMS MAINTENANCE 10.41.22
JAIL # **001** V.05102000
REPORT/FILE: **RELEASED DURING PERIOD**
PERIOD BEGIN DATE (MMDDYYYY): **07011999** PERIOD END DATE (MMDDYYYY): **07311999**

MONTH: __ YEAR: ____
JURISDICTION (FIPS CODE): __ JAIL NUMBER: ____
REASON CONFINED: __

SEQUENCE ORDER: **C**
A. BY SSN B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
H. BY REGION I. BY JAIL

VERIFY PERIOD BEGIN/END DATES

LPS2-2 JAIL 001 **RELEASED BETWEEN 07011999 AND 07311999** V1.0120396
AS OF 05131997 075304 CNT(24)

NAME	SSN	COMMIT	REASON	LOCAL-ID
ALLEN, MICHAEL D	225471108	10211996 180000	80	
BEAMON, LAMONT	229178990	01261997 170000	10	
BRENNER, CHARLES F	042469020	01071997 141500	22	
BROWN, DAVID W	086503143	01011997 024500	10	
BROWN, EDWARD D, JR	229705383	01211997 163000	10	
BUNNY, EASTER	956000007	01011997 120000	29	
BUNNY, EASTER	956000007	01161997 120000	29	
BUNNY, EASTER	956000007	01211997 120000	29	
DILBERT, MR	956000003	12011996 120000	10	
FORBES, TERRY W	230279631	01091997 175600	10	
FORD, HENRY	956000005	12021996 140000	10	
GODFREY, EARSEY W	224707943	01031997 141700	10	
HAMM, AUSTIN	956000001	12011996 120000	10	
HARRISON, FRED JAMES	956000008	03201997 120000	10	
HARRISON, FRED JAMES	956000008	04011997 120000	10	
HUFFMAN, RONNIE LEE	226044939	10191996 163000	11	
JENKINS, JARVIS L	227767211	01211997 000500	10	

F2	F3	F10	F12
DELETE	EXIT	NEXT	SCROLL
REPORT		SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘I’, Released During Period

- Provides you with a means to view your inmate population that was released during a specific time period
- Required fields are:
 - ✓ Period Begin Date (mmddyyyy): _____
 - ✓ Period End Date (mmddyyyy): _____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ⇒ ‘F2’ Deletes the report
 - ⇒ ‘F3’ Allows you to Exit the report
 - ⇒ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ⇒ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'J', Held by Agreement** is to list those inmates that are state responsible being held in the jail at the request of the Sheriff/Superintendent.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'J', Held by Agreement**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
SCBM99 FORMS MAINTENANCE 10.42.30
JAIL # **465** V.05102000
REPORT/FILE: **HELD BY AGREEMENT**
PERIOD BEGIN DATE (MMDDYYYY): _____ PERIOD END DATE (MMDDYYYY): _____

MONTH: **01** YEAR: **2000**
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____
REASON CONFINED: ____

SEQUENCE ORDER: **C**
A. BY SSN B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
H. BY REGION I. BY JAIL

LPS2 -2 **HELD BY AGREEMENT 01012000 - 01312000** CNT= 11 V.04022000
AS OF 05222000 105102

SSN	NAME	COMMIT DATE/TIME	RLSE DATE/TIME	RSN JAIL
230191749	DANIEL, PAUL B	01102000 195746	26	465
228198718	ROACH, RICKY WENDELL	01212000 190615	26	465

TOTAL COUNT FOR JAIL 465 IS 2

F2 F3 F4 F12
DELETE EXIT PRINT SCROLL
REPORT RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘J’, Held By Agreement

- Provides you with a means to view your state responsible inmate population that are held under Reason Confined Code ‘70’ Held by Agreement
- Sheriff/Superintendent have entered into an agreement with DOC to keep these inmates in their jail
 - ✓ Example:
 - Inmate is state responsible – Type ‘A’ or ‘B’ Offense
 - Great cook/worker
 - Sheriff/Superintendent enters into an agreement with DOC
 - Inmate will serve his/her time in the local jail instead of in a DOC/State Institution
- Required fields are:
 - ✓ Period Begin Date (mmddyyyy): _____
 - ✓ Period End Date (mmddyyyy): _____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'K', Pretrial Report** is to list those prisoners who are in a pretrial status.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'K', Pretrial Report**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.44.06
	JAIL #001	V.05102000
REPORT/FILE: PRETRIAL REPORT		
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
MONTH: 01 YEAR: 2000		
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____		
REASON CONFINED: ____		
SEQUENCE ORDER: C		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
ENTER VALID MONTH/YEAR		

LPS2-2	JAIL 001	PRE-TRIAL REPORT COUNT	92 DAYS 1,613	V.04022000
FOR MONTH 01/2000 AS PRODUCED ON 05222000				
SSN	COMMIT.DATE.TIME	FEL MIS	INMATE NAME(LAST,FIRST,MIDDLE	DAYS DOLS
900100001	10031999 043500	4 0	ARANDA, THOMAS	31 248
133445559	12171999 122700	1 0	BAILEY, JAMES	31 248
223355997	06091999 143000	0 0	BAILEY, PETER	31 248
900100105	01312000 001800	0 1	BARTOLOGO, TIM	1 8
222222224	01022000 221000	0 1	BAUMGARDNER, ROSCOE	5 40
233333334	01012000 040500	0 1	BURKE, PETER	1 8
900100107	09071999 160000	2 0	CEPHAS, JAMES	31 248
244444440	11011999 170000	3 0	CHANDLER, BRUCE	31 248
555555547	09141999 214500	5 0	COSTON, JOE	31 248
F2	F3	F4	F6	F8
DELETE	EXIT	PRINT	LAST	NEXT
REPORT			PAGE	PAGE
				F10
				NEXT
				SCREEN

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘K’, Pretrial Report

- Provides you with a means to view your inmate population who are in a pretrial status
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to go to the end of the report
 - ✓ ‘F6’ Takes you to the last page of the report
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of **Option 'L', Pretrial Release** is to list those prisoners who are in a pretrial status that have been released.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'L', Pretrial Release**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.44.55
JAIL # 001	V.05102000	
REPORT/FILE: PRETRIAL RELEASE		
PERIOD BEGIN DATE (MMDDYYYY): 02012000 PERIOD END DATE (MMDDYYYY): 02292000		
MONTH: __ YEAR: ____		
JURISDICTION (FIPS CODE): __ JAIL NUMBER: ____		
REASON CONFINED: __		
SEQUENCE ORDER: A		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
ENTER VALID MONTH/YEAR		

LPS2-2	PRE-TRIAL RELEASE	02012000 - 02292000 CNT=	715	V.04022000
	AS OF 05242000 130614			
SSN	NAME	COMMIT DATE/TIME	RLSE DATE/TIME	RSN
JAIL				
001111120	SIMMONS, JANE	02282000 222500	10 02282000 231100	19 710
001222222	VIAR, TAMMY	02032000 162500	10 02032000 212400	19 710
004333333	MCAULEY, SUE	02202000 230500	10 02212000 005800	19 710
005444448	BROWN, TIM	02272000 233400	10 02282000 032600	19 710
005555550	HANNAH, JAMES	02062000 015500	10 02062000 110500	19 710
011111112	ARTATES, TIM	02052000 005500	10 02052000 013100	19 710
022222226	GRAHAM, RALPH	02072000 235500	10 02082000 014300	19 710
033333333	ROBINSON, TOM	02272000 070000	10 02272000 101100	19 710
039444449	KOTRBA, CHARLENE	02042000 054300	10 02042000 064400	19 710
041111118	SHEPARD, MIKE	02112000 005700	10 02112000 014300	19 710
042222229	ROBINSON, JAMES	02152000 120400	10 02152000 131400	19 710
043333335	GOINS, FREDDIE	02092000 185800	10 02102000 020600	19 710
044444446	OBRYANT, TOMMY	02022000 130600	10 02052000 225700	19 710
046555558	RICKS, JIM	02102000 213200	10 02112000 033500	19 710
047666668	WHITFIELD, JANE	02162000 151600	10 02162000 164600	19 710
047777772	BROWN, JAMES	02162000 061800	10 02162000 185200	19 710
050121212	AHRENS, BRUCE	02192000 081100	10 02192000 083300	19 710
F2 F3	F6 F8	F10 F12		
DELETE EXIT	LAST	NEXT	NEXT	SCROLL
		REPORT	PAGE	PAGE
			SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘L’, Pretrial Release

- Provides you with a means to view your inmate population who are in a pretrial status that have been released
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to go to the end of the report
 - ✓ F’6’ Takes you to the last pate of the report
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of **Option ‘M’, Housed for Jurisdiction** report is to list inmates confined for a specific jurisdiction in another jail.

Navigation Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'M', Housed for Jurisdiction**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
SCBM99 FORMS MAINTENANCE 10.45.51
JAIL # 001 V.05102000
REPORT/FILE: **HELD FOR JURISDICTION**
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999
MONTH: 01 YEAR: 2000
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____
REASON CONFINED: ____
SEQUENCE ORDER: **C**
A. BY SSN B. BY LOCAL PRISONER ID
C. BY NAME
D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
H. BY REGION I. BY JAIL
ENTER VALID MONTH/YEAR

LPS2 -2		FIPS CODE 001		HOUSED BETWEEN		01012000 AND 01312000		V1.0120396	
AS OF 05132000 075426 CNT(17)									
NAME		SSN		COMMIT		REASON		LOCAL-ID	
BEAMON, TIMMY		111111110		01262000		170000		10	
BRENNER, CLAY		222222220		01072000		141500		22	
BROWN, JAMES		555555553		01012000		024500		10	
BROWN, TIM		444444443		01212000		163000		10	
FORBES, ED		999999991		01092000		175600		10	
GODFREY, JAMES		121222223		01032000		141700		10	
OVERTON, TOM		888888882		01282000		123100		75	
PARKS, JAMES		232322224		01242000		124000		10	
F2		F3		F10		F12			
DELETE		EXIT		NEXT		SCROLL			
REPORT		SCREEN		RIGHT					

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘M’, Held For Jurisdiction

- Utilized to produce on-line query reports for prisoners Housed for other Jurisdictions
- Required fields are:
 - ✓ Month: __
 - ✓ Year: __
 - ✓ Sequence Order: __
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'N', Housed In Another Jail** is to list those prisoners in other jails for the jurisdiction specified.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Section 'N', Housed In Another Jail n**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.46.42
JAIL # 001	V.05102000	
REPORT/FILE: HOUSED IN ANOTHER JAIL		
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
MONTH: 01 YEAR: 2000		
JURISDICTION (FIPS CODE): 013 JAIL NUMBER: ____		
REASON CONFINED: ____		
SEQUENCE ORDER: C		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
ENTER VALID MONTH/YEAR		

LPS2-2	FIPS CODE 013 HOUSED BETWEEN 01012000 AND 01312000		V1.0120396
AS OF 05131997 075820 CNT (4)			
NAME	SSN	COMMIT	REASON LOCAL-ID
BUNNY, EASTER	956000007	01012000 120000	29
BUNNY, EASTER	956000007	01162000 120000	29
BUNNY, EASTER	956000007	01212000 120000	29
HARRISON, FRED JAMES	956000008	01012000 120000	10
F2	F3	F12	
DELETE	EXIT	SCROLL	
REPORT	RIGHT		

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘N’, Housed In Another Jail

- Utilized to produce on-line query reports for prisoners Housed in another Jail
- Required fields are:
 - ✓ Month: ____
 - ✓ Year: ____
 - ✓ Jurisdiction (FIPS Code): ____
 - ✓ Sequence Order: ____
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners
 - ✓ ‘F12’ Allows you to Scroll to the Right to view the additional information concerning the prisoner

Forms Maintenance (Continued)

The purpose of **Option 'O', Jail Contract Bed List** is to list those inmates receiving contract bed per diem for a specific month and year.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'O', Jail Contract Bed List**

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2000-05-16
 SCBM99 FORMS MAINTENANCE 10.47.46
 JAIL # 001 V.05102000
 REPORT/FILE: **JAIL CONTRACT BED LIST**
 PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999
 MONTH: **01** YEAR: **1999**
 JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____
 REASON CONFINED: ____
 SEQUENCE ORDER: **C**
 A. BY SSN B. BY LOCAL PRISONER ID
 C. BY NAME
 D. BY DATE CONFINED EARLIEST FIRST E. BY DATE CONFINED LATEST FIRST
 F. BY DATE RELEASED EARLIEST FIRST G. BY DATE RELEASED LATEST FIRST
 H. BY REGION I. BY JAIL
 ENTER VALID MONTH/YEAR

LPS2-2 JAIL **001** **CONTRACT BED LIST** - COUNT (178) V1.0120396
 FOR MONTH **01/1999** AS PRODUCED ON **05121998**

SSN	INMATE NAME (LAST,FIRST,MIDDLE)	START	END	DAYS	\$\$\$
111111111	ALLEN, JOHN	09171996		030	420
222222222	ARMSTONG, TOM	12021997	04231998	022	308
333333333	ARRINGTON, JIM	04061998		025	350
444444444	BANKS, FREDDIE, SR.	04091998	04211998	012	168
555555555	BANKS, FREDDIE, JR	09091997		030	420
111112211	BANKS, FREDDIE, III	01041996		030	420
222333333	BANNISTER, JAMES	12021997		030	420
112233445	BRATTON, AMOS	12021997	04081998	007	098

F2 F3 F4 F6 F8 F10
 DELETE EXIT PRINT LAST NEXT NEXT
 REPORT PAGE PAGE SCREEN

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘O’, Jail Contract Bed List

- The information provided on Screen ‘O’, Jail Contract Bed List is pulled from the financial tables within LIDS
- The desired month must be created under the Reimbursement Maintenance Menu prior to requesting the Jail Contract Bed (JCB) List report
 - ✓ Create = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **To ensure that your monthly submission is correct in LIDS, we recommend that you run the Jail Contract Bed List report prior to approving your monthly LIDS Submission**
 - ✓ Check each prisoners Start date (When he was placed in JCB)
 - ✓ Check each prisoners End date (When he came out/finished JCB)
 - ✓ Check days and dollars
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F6’ Takes you to the Last page
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of **Option 'P' List by Reason Confined** is to list those inmates confined for a specific reason confined.

Navigational Path:

- **LIDS Main Menu - Enter Option '4' - Form Maintenance**
- **Option '4' Form Maintenance to Screen 'P' - List by Reason Confined**

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.48.28
	JAIL # 001	V.05102000
REPORT/FILE: LIST BY REASON CONFINED		
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
MONTH: 4 YEAR: 1999		
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____		
REASON CONFINED: ____		
SEQUENCE ORDER: C		
A. BY SSN		B. BY LOCAL PRISONER ID
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST		E. BY DATE CONFINED LATEST FIRST
F. BY DATE RELEASED EARLIEST FIRST		G. BY DATE RELEASED LATEST FIRST
H. BY REGION		I. BY JAIL
ENTER VALID MONTH/YEAR		

LPS2-2		JAIL 001 CONFINED FOR REASON (10)		COUNT(649)	V1.0120396	
FOR MONTH 04/1998 AS PRODUCED ON 05121998 102719						
NAME		SSN		COMMIT	DOLLARS LOCAL-ID	
ADAMS, VICKI		999999999		04061998 201200	008 31852	
ADKINS, KATHY		888888888		04131998 023400	008 39591	
AMOS, ALICE		777777777		04031998 215700	008 39482	
ANDERSON, JOE		665566556		04101998 141500	024 32028	
ANDERSON, TOM		112244885		04231998 224100	032 32028	
ANDERSON, FREDDIE, JR		665599772	04111998 161100	008 01584		
BAILEY, KEITH		121212121		04081998 195700	008 08359	
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	SCROLL
REPORT			PAGE	PAGE	SCREEN	RIGHT

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘P’, List By Reason Confined

- The information provided on Screen ‘P’, List by Reason Confined is pulled from the financial tables within LIDS
- Utilized to ensure that commitments have been updated – Sentenced vs. Awaiting Trial
- The desired month must be created under the Reimbursement Maintenance Menu prior to requesting the Jail Contract Bed (JCB) List report
 - ✓ Create = Main Menu Option #6, Reimbursement Maintenance – Option #1, Create Monthly Prisoner Status File
- **To ensure that your monthly submission is correct/updated in LIDS, we recommend that you run this report prior to approving your monthly LIDS Submission**
 - ✓ Check each prisoners Start date (When he was placed in JCB)
 - ✓ Check each prisoners End date (When he came out/finished JCB)
 - ✓ Check days and dollars
- Required fields are:
 - ✓ Date
 - ✓ Month
 - ✓ Sequence Order
- Once you are in the report screen you will utilize the following:
 - ✓ ‘F2’ Deletes the report
 - ✓ ‘F3’ Allows you to Exit the report
 - ✓ ‘F4’ Allows you to Print page
 - ✓ ‘F6’ Takes you to the Last page
 - ✓ ‘F8’ Takes you to the next page of Information
 - ✓ ‘F10’ Allows you to scroll to the next screen of prisoners

Forms Maintenance (Continued)

The purpose of **Option 'R', Monthly Billing Report** is to provide you with a means to view monthly billings.

Navigational Path:

- LIDS Main Menu - Enter Option '4' - Form Maintenance
- Option '4' Form Maintenance to Screen 'R' – Monthly Billing Report

LMN5-C	LOCAL INMATE DATA SYSTEM (LIDS)	2000-05-16
SCBM99	FORMS MAINTENANCE	10.50.14
JAIL # 001	V.05102000	
REPORT/FILE: MONTHLY BILLING REPORT		
PERIOD BEGIN DATE (MMDDYYYY): 07011999 PERIOD END DATE (MMDDYYYY): 07311999		
MONTH: 04 YEAR: 2000		
JURISDICTION (FIPS CODE): ____ JAIL NUMBER: ____		
REASON CONFINED: ____		
SEQUENCE ORDER: _		
A. BY SSN	B. BY LOCAL PRISONER ID	
C. BY NAME		
D. BY DATE CONFINED EARLIEST FIRST	E. BY DATE CONFINED LATEST FIRST	
F. BY DATE RELEASED EARLIEST FIRST	G. BY DATE RELEASED LATEST FIRST	
H. BY REGION	I. BY JAIL	
ENTER VALID MONTH/YEAR		

HELD FOR BILLING REPORT FOR 2000/04

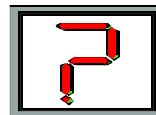
AS OF 2000-05-19-11.32.33

HELD FOR	COUNT	DAYS
015 AUGUSTA	1	2
025 BRUNSWICK	1	1
087 HENRICO	2	2
117 MECKLENBURG	6	147
153 PRINCE WILLIAM	1	1
175 SOUTHAMPTON	1	30
193 WESTMORELAND	1	30
199 YORK	1	1
550 CHESAPEAKE	21	290
620 FRANKLIN	1	14
700 NEWPORT NEWS	5	79
710 NORFOLK	2267	38937
740 PORTSMOUTH	10	207
760 RICHMOND (CITY)	1	1
800 SUFFOLK	2	5
810 VIRGINIA BEACH	43	660
830 WILLIAMSBURG	1	26
888 OUT OF STATE/FEDERAL	2	54
999 MILITARY	2	34
*** FINAL TOTAL	2369	40521

Forms Maintenance (Continued)

HELPFUL HINTS – SCREEN ‘R’, Monthly Billing Report

- Utilized to produce on-line query reports on prisoners that are held in your jail for another jurisdiction
- Required fields are:
 - ✓ Month: ____
 - ✓ Year: ____



5. INQUIRY MENU

The purpose of **Option #5, Inquiry Menu** is to provide a navigational path for all LIDS requests for prisoner confinements, offense and financial information.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquiry Menu

LMN4	LOCAL INMATE DATA SYSTEM (LIDS)	V.02131998
INQUIRY MENU		
JAIL ____		
PRISONER SSN: _____ DOC INMATE CODE: _____		
NAME: LAST _____ FIRST _____ MID _____ SUF _____		
COMMIT DATE: _____ COMMIT TIME: _____		
MONTH: ____ YEAR: ____		
OPTIONS:		
1. PRISONER INFORMATION		
2. CONFINEMENT INFORMATION		
3. OFFENSE INFORMATION		
4. BROWSE PRISONER BY NAME		
5. BROWSE PAYMENT STATUS BY CONFINEMENT		
6. PRISONER STATUS FILE FOR PRIOR MONTHS		
7. BROWSE PRISONER BY ALIAS NAME		
8. BROWSE OUT-OF-COMPLIANCE PAYMENT STATUS		
9. PRIOR APPROVED MONTHS WITH ADJUSTMENTS RELATING TO THE SPECIFIC MONTH		
A. BROWSE ALIAS SSN BY PRIMARY SSN		
ENTER DESIRED OPTION => _		

INQUIRY MENU (CONTINUED)

HELPFUL HINTS – OPTION #5, Inquiry Menu

- Utilized as a navigational path for all LIDS requests for prisoner information
- Inquiry menu allows you to view prisoner information, confinement information and offense information
- Can also be used if you need to track where an inmate has been confined
- Inquiry will not allow you to update any prisoner information, you must back out and select:
 - ✓ Current Confinement updates select from the Main Menu Option #3, Commitment Maintenance and then select the proper option to update the information
 - ✓ Prior Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information
- You have 6 means to view/browse prisoner information
 - ✓ By Social Security Number (SSN)
 - Option #1, Prisoner Information
 - Option #2, Confinement Information
 - ⇒ LIDS archives prisoner information so when you are looking for a specific confinement make sure that you selected 'N' Next Screen until you have the proper confinement
 - ❑ Example: Search because you have an overlap
 - Option #3, Offense Information
 - ⇒ LIDS archives prisoner information so when you are looking for a specific offense make sure that you selected 'N' Next Screen until you have selected the proper offense for the proper confinement period
 - ❑ Example: If an inmate is transferred to you with no offense information
 - ✓ By Prisoner Name
 - Option # 4, Browse Prisoner by Name
 - ⇒ Allows you to browse prisoners by name when the SSN is unknown for the prisoner
 - ⇒ Utilized to determine if you have a duplicate confinement
 - ❑ When you pull up the prisoner's name you may also find that the same prisoner has been booked into LIDS with a different SSN for the same confinement date and time
 - ❑ Example:
 - First shift books the inmate into LIDS with a SSN of 123456789
 - Second shift looks into the LIDS to see if the inmate has been booked in with a SSN of 223456789
 - Results – Second shift thinks he has not booked because the correct SSN did not come up as booked into the system, but if they had used Option #9 browse prisoner by name they would have noted that the incorrect SSN was used for that confinement
 - If not detected you will be overpaid everyday until the incorrect SSN/booking is deleted

INQUIRY MENU (CONTINUED)

HELPFUL HINTS – OPTION #5, Inquiry Menu (continued)

- ✓ By Prisoner Name (Continued)
 - Enter the prisoner's name you wish to browse on the Commitment Maintenance Screen and select Option '4',
 - ⇒ Enter
 - ⇒ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - ☐ Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - ☐ Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - ☐ Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- ✓ By SSN, Confinement Date and Time
 - Option #5, Browse Payment Status by Confinement
 - ⇒ This option is utilized to view the financial status for a specific prisoners confinement period
- ✓ By Month and Year
 - Option #6, View Prisoner Status File for Prior Months
 - ⇒ Allows you to inquire on report months which have been approved for payment
 - ⇒ Allows you to inquire on monthly Average Daily Populations (ADP)
 - Option #8, Browse Out-Of-Compliance Payment Status
 - ⇒ Allows you to view the funding that was disbursed for Out-Of-Compliance inmates
 - Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
- ✓ By Alias Name
 - Option #7, Browse Prisoner by Alias Name
 - ⇒ Give you another means to browse prisoner data
 - ⇒ Will be linked to the prisoners name and SSN as originally input into LIDS
- ✓ (NEW 7/1/00) By Alias SSN
 - **Option #A, Browse Prisoner by Alias SSN**
 - ⇒ **Give you another means to browse prisoner data**
 - ⇒ **Will be linked to the prisoners name and SSN as originally input into LIDS**
- Clear Screen - Returns you to the Inquiry Menu
- For further details about any of the reports mentioned above, go to the specific screen display in the upcoming pages of this manual

Inquiry Menu (Continued)

The purpose of **Option #1, Prisoner Information Inquiry Screen** is to allow viewing of prisoner demographic information. All users regardless of where the prisoner is confined can access this screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquiry Menu to Screen #1 Prisoner Information**

LPI1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.0121196
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***** PRISONER INFO INQUIRY *****

JAIL 560 PRISONER ID SSN 956000008 CCRE
LAST FIRST MIDDLE SUFFIX
NAME HARRISON FRED JAMES
MOST RECENT COMMIT DATE 04122000 MOST RECENT RELEASE DATE _____
MOST RECENT REASON CONFINED 10 MOST RECENT REASON RELEASED _____
MOST RECENT PAYMENT STATUS LD
DATE OF BIRTH 09191959 APPROX AGE DATE APPROX AGE RECORDED
RACE W SEX M HEIGHT WEIGHT HAIR COLOR BRO EYE COLOR BRO
COUNTRY OF BIRTH____ COUNTRY OF CITIZENSHIP____ IMMIGRATION ID NUMBER ____
SCARS MARKS AND TATTOOS_____

MEDICAL ALERT FLAG____ DNA SAMPLE ____ DNA SAMPLE KNOWN DATE _____
MEDICAL ALERT COMMENTS _____

INVENTORY OF POSSESSIONS_____

OPTION _

ENTER A "R" IN THE OPTION FIELD TO RETURN TO THE BROWSE OR PREVIOUS MENU
CLEAR SCREEN TO RETURN TO PREVIOUS MENU

PRISONER INFORMATION

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #1, Prisoner Information Inquiry

- Allows you to view Prisoner Information when needed
- Inquiry will not allow you to update any prisoner information, you must back out and select:
 - ✓ Current Confinement updates you must select from the Main Menu Option #3, Commitment Maintenance and then select Option # option to update the information
 - ✓ Prior Confinement updates select from the Main Menu Option #6, Reimbursement Maintenance and then select Option #4, Adjust Prisoner Information
- Enter in the Social Security Number (SSN) for the prisoner information you which to view
- Enter in Option #1
- **I**f you do not know the prisoners SSN, then select Option #4, Browse Prisoner by Name
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The purpose of **Option #2, Confinement Information Inquiry Screen** is to allow you to view a prisoner's confinement information. All confinements recorded on LIDS can be viewed, with the most recent confinement listed first.

Navigational Path:

- LIDS Main Menu - Enter Option '5'- Inquire Menu
- Option '5' - Inquire Menu to Option '2' Confine Prisoner

LCII	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1011497
1997-05-13	** CONFINEMENT INFORMATION INQUIRY **	
JAIL 560 PRISONER ID _____ SSN 956000008 CCRE _____		
PRISONER NAME: HARRISON, FRED JAMES PAYMENT STATUS LD		
COMMITMENT DATE 04122000 TIME 120000 REASON CONFINED 10		
RELEASE DATE _____ TIME _____ REASON RELEASED _____		
HOUSING STATUS _____ FACILITY LOCATION _____ TRANSFERRED TO JAIL _____		
DETAINEES _ JAIL NUM (1-5) _____ HOLDING FOR LOC 001		
DOC INMATE NUMBER _____ DOC COMPLIANCE STATUS _____		
GOOD TIME: EXEMPLARY: YEARS _____ MONTHS _____ DAYS _____		
STATUTORY: YEARS _____ MONTHS _____ DAYS _____		
JUDICIAL: YEARS _____ MONTHS _____ DAYS _____		
JCB CONTRACT DATES - START: _____ END: _____ COURT ORDER: _____		
ALERT FLAG _		
COMMITMENT COMMENTS		

CURRENT LOCATION		

NEXT: N (N/P/R)		
CLEAR SCREEN TO RETURN TO PREVIOUS MENU		
"N" = NEXT CONFINEMENT; "P" = PREVIOUS CONFINEMENT; "R" = RETURN		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #2, Confinement Information Inquiry

- Allows you to track Confinement Information
- Allows you to check when you have an overlap with another jail or your jail
- LIDS archives all confinements for a prisoners
 - ✓ The earliest confinement will always be shown first
 - ✓ First line indicates where the prisoner was confined (Jail Code)
 - ✓ Second line indicates the prisoners name
 - ✓ Third line indicates the confinement period
 - Enter 'N' to move to the prisoner's next confinement
 - Enter 'P' to move to the prisoner's previous confinement
 - Enter 'R' to Returns you to Inquiry Menu
- NEW 7/1/99 - if the Sheriff or Regional Jail Administrator houses contract prisoners from other sates, the District of Columbia, or the Federal Government, for more than 48 hours. The following fields will be utilized by DOC to collect the data needed in accordance with the Appropriations Act Language contained in Item 77, J5, of the 1999 Virginia Acts of Assembly.
 - ✓ 'Housing Status' - Utilize to report the prisoners Unit Security Level by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Facility Location' - Utilize to report the prisoners Security Classification by indicating:
 - 'Min' (Minimum), 'Med' (Medium) OR 'Max' (Maximum)
 - ✓ 'Current Location' - Utilize to report the Prisoners Origin/Contract Agency by indicating:
 - Other States (If you used Reason Confined Codes '78' and '79')
 - Washington D.C. (If you used Reason Confined Code '73')
 - Federal Agencies - USMS, United States Marshals or INS, Immigration Naturalization Service (If you used Reason Confined Code '73')
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option #3 and select the proper option to update

Inquiry Menu (Continued)

The purpose of the **Option #3, Offense Information Inquiry Screen** is to allow the viewing of all offenses associated with a specific prisoner. All offenses recorded in the LIDS can be viewed. Offenses will be displayed in commitment date order with the offenses attached to the most recent confinement listed first.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquire Menu to Option '3' Offense Information**

LOI1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1121196
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****OFFENSE INFORMATION INQUIRY****

JAIL 560 PRISONER ID SSN 956000008 CCRE _____
PRISONER NAME: HARRISON, FRED JAMES
COMMIT DATE/TIME 04122000 120000 RELEASE DATE/TIME _____
REASON CONFINED 10 PAYMENT STATUS LD REA. RELEASE
OFFENSE CODE ARS2008F3 OFFENSE TYPE A
OFFENSE DESCRIPTION BUILDING, PUBLIC, OCCUPIED
OFFENSE DATE 12011999 OFFENSE SEQUENCE NUMBER 1
ARREST DATE _____ TIME _____
ARRESTING OFFICER _____
ASSISTING OFFICER _____

COURT JURISDICTION 560 COURT TYPE (JUV) _ DOCKET NUMBER _____
SENTENCE DATE _____ OFFENSE AS SENTENCED _____ SENTENCE TYPE _
SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE N
DISPOSITION: ____ DISPOSITION DATE: _____
NEXT: N (N/P/R)

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #3, Offense Information Inquiry

- Allows you to view Offense Information on prisoners confined in jail
- Allows you to check when an inmate has been transferred to your jail with no offense information
- Provides you historical offense information as arrested and/or sentenced
 - ✓ Offenses will be displayed in commitment date order with the offenses attached to the most recent confinement listed first
 - ✓ First line indicates where the prisoner was confined (Jail Code)
 - ✓ Second line indicates the prisoners name
 - ✓ Third line indicates the confinement period
 - ✓ Fourth line indicates the reason confined and payment status for this confinement
 - ✓ Fifth and Sixth line reflects the arresting offense information for the offender
 - ✓ **IF** you need to find a previous confinement and look at its offense information then
 - Enter 'N' to move to the prisoner's next confinement
 - Enter 'P' to move to the prisoner's previous confinement
 - Enter 'R' to Returns you to Inquiry Menu
 - ✓ The offense screen also reflects Payment Status
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update

Inquiry Menu (Continued)

The purpose of **Option #4, Browse Prisoner by Primary Name Screen** allows you to search for a prisoner by primary name instead of by SSN. The browse prisoner by name screen will also provide inquiry

capabilities to view prisoner, alias name if entered, confinement and offense information. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquiry Menu to Option '4' Browse Prisoner by Primary Name**

LPB1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1092696
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PRISONER BROWSE BY <u>PRIMARY</u> NAME									
---	--	--	--	--	--	--	--	--	--

NAME: LAST	FIRST	MIDDLE								
JONES										
JAIL	T		S	HAIR EYE MED						
C NUM	P	SSN	NAME (LAST, FIRST MI)	DOB/AGE	X	HGT	WGT	COL	COL	FLG
_ 087	B	231175910	JONES, ANTONIO LAMONT	1975-08-31	M	___	___	___	___	N
ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-06-19 RELEASE										
_ 013	B	301387763	JONES, BRUCE W	023 YEARS	M	___	___	___	___	N
ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01										
_ 240	O	362407763	JONES, BRUCE W	023 YEARS	M	___	___	___	___	N
ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01										
_ 710	O	371087763	JONES, BRUCE W	023 YEARS	M	___	___	___	___	N
ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01										
_ 087	B	084524516	JONES, DALROYCE, JR	1958-03-07	M	___	___	___	___	N

OPTION=> N	N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU									
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Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #4, Browse Prisoner By Primary Name

- Utilized when you need to search information on a prisoner and you don't have their SSN
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different SSN
 - ✓ Example:
 - First shift books the offender into LIDS entering in SSN - 123456789
 - Second shift checks LIDS (Option #2, Inquiry on Confinement Information by SSN) to see if the inmate has been booked into LIDS under the offenders correct SSN - 223456789
 - Because second shift does not see booking in LIDS they precede to book the offender into LIDS under his correct SSN - 223456789
 - ✓ Finding: Offender is booked in LIDS under two (2) different SSN's
 - Incorrect SSN - 123456789
 - Correct SSN - 223456789
 - ✓ **IF** the jail staff use Option #4, Browse Prisoner by Primary Name to verify if an offender is booked into LIDS then they would reduce the possibility of duplications
 - ✓ If not detected, locality will be overpaid everyday until the incorrect SSN/booking is deleted
 - Caught during the report month – Select Option #3 (Commitment Maintenance) from the Main Menu, Option 'G', Delete Confinement
 - Caught after report month – Select Option #6 (Reimbursement Maintenance) from the Main Menu, Option #12, Delete Confinement/Post Adjustment
- Enter the prisoner's primary name you wish to browse and select Option '4',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- Need to go back to the Main Menu screen and select the proper option to update the data, which is found to be incorrect
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

Inquiry Menu (Continued)

The purpose of **Option #5, Browse Payment Status by Confinement Screen** allows you to view payments by confinement. The browse payment status by confinement screen will also provide inquiry capabilities to view the type of payment that will be received.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquiry Menu to Option '5' Browse Payment Status by Confinement

LPS1	LIDS - PAYMENT STATUS BY CONFINEMENT	V1.0050197
JAIL 560	MONTH OF APRIL	2000
SSN 956000008	NAME HARRISON, FRED JAMES	COMMIT DATE 04122000 TIME 120000
-ADJUSTMENT-		
	DAYS	*DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	1	\$ 8
PAYMENTS (TOTAL DAYS) STATE----->	0	\$ 0
PAYMENTS (OUT OF STATE)----->	0	\$ 0
PAYMENTS ALTERNATIVE (HEM)----->	0	\$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)->	0	\$ 0
PAYMENTS - STATE FELON DAYS----->	0	\$ 0
PAYMENTS - JAIL CONTRACT BED----->	0	\$ 0
NON-PAYMENT (FEDERAL)----->	0	\$ 0
NON-PAYMENT (ORDINANCE)----->	0	\$ 0
NON-PAYMENT (MILITARY)----->	0	\$ 0
NON-PAYMENT (HEM)----->	0	\$ 0
CONTRACT (OUT OF STATE)----->	0	\$ 0
PRIVATE TRANSPORTS ----->	0	\$ 0
ADJUSTMENTS POSTED THIS MONTH----->		\$ 0
TOTAL---(INCLUDES ADJUSTMENTS)----->	1	\$ 8
VOUCHER NO.		
DATE		
SCREEN OPTION: N (N=NEXT MONTH; P=PREVIOUS MONTH; R=PREVIOUS SCREEN)		

Inquiry Menu (Continued)**HELPFUL HINTS - OPTION #5, Payment Status By Confinement**

- Allow you to view Payment Status by Confinement
- Enter the prisoner's SSN you wish to browse on the Payment Status Screen

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

5-106

- ✓ Select Option '5',
- ✓ Enter
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Screen Options:
 - ✓ N=Next Month;
 - ✓ P=Previous Month;
 - ✓ R=Previous Screen

Inquiry Menu (Continued)

The purpose of the **Option #6, Browse Prisoner Status File For Prior Months Screen** allows you to view prior month payments as approved. The browse Prisoner Status File for Prior Months screen will also provide inquiry capabilities to view the detail summary screen, review screen, adjustment screen, adjustment details screen and review the recovery summary screen.

Navigational Path:

- LIDS Main Menu - Enter Option '5' - Inquire Menu
- Option '5' - Inquiry Menu to Option '6' Browse Prisoner Status File for Prior Months

LCI2-1	LIDS - JAIL FINANCIAL SUMMARY	V1.1032597
BROWSE PRISONER STATUS FILE FOR PRIOR MONTH		
MONTH OF <u>APRIL</u> <u>2000</u> NUMBER OF DAYS 30		
JAIL <u>560</u> LOCATION <u>CLIFTON FORGE CITY JAIL</u> CONFINEMENT COUNT 9		
	COUNT	*DAYS* *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	4	91 \$ 728
PAYMENTS (TOTAL DAYS) STATE----->	1	30 \$ 240
PAYMENTS (OUT OF STATE)----->	1	30 \$ 240
PAYMENTS ALTERNATIVE (HEM)----->	0	0 \$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0	0 \$ 0
PAYMENTS - STATE FELON DAYS-----> 1	30	\$ 180
PAYMENTS - JAIL CONTRACT BED----->	0	0 \$ 0
NON-PAYMENT (FEDERAL)----->	1	30 \$ 0
NON-PAYMENT (ORDINANCE)----->	1	30 \$ 0
NON-PAYMENT (MILITARY)----->	1	30 \$ 0
NON-PAYMENT (HEM)----->	0	0 \$ 0
FEDERAL PRISONER OVERHEAD RECOVERY ->		\$ 0
ADJUSTMENTS POSTED DURING THIS PERIOD		-46 \$ - 584
TOTAL----->	10	225 \$ 804
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____		
SCREEN OPTION: <u>2</u> (2=DETAIL SUM; 3=REVIEW/UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #6, Prisoner Status File - Prior Months

- Option #6, Prisoner Status File for Prior Months allows you to view financial detailed information
 - ✓ Enter '2' Detailed Summary' for the Month you selected to view
 - Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners you wish to view detailed information on or

- Tab to the bottom of the page and place a 'Y' in the space 'Review all On Page ___ (Y/N)' if you want to view all the inmates listed on the screen
 - ⇒ When you select 'Y' all on page you will only receive the folks listed on that page and not the prisoners that may be on the next page
 - ❑ If you want to view the next page of inmates select 'N' = Next Page
 - ❑ If you want to view the previous page of inmates select 'P' = Previous Page
 - ❑ If you want to go back to the summary page select option '1' = Summary **or**
 - ❑ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
- ✓ Enter '3' Review screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
- ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
- ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed information on each adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order
 - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The purpose of the **Option #7, Browse Prisoner by Alias Name Screen** allows you to search for a prisoner by alias name instead of by SSN. Up to eight prisoners will be displayed on a screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquiry Menu to Option '7' Browse Prisoner by Alias Name**

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

5-109

PRISONER BROWSE BY ALIAS NAME

NAME: LAST FIRST MIDDLE

JONES

JAIL T

S

HAIR EYE MED

C NUM P SSN NAME (LAST, FIRST MI) DOB/AGE X HGT WGT COL COL FLG

_ 087 B 231175910 JONES, ANTONIO LAMONT 1975-08-31 M ____ ____ ____ ____ N

ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-06-19 RELEASE

_ 013 B 301387763 JONES, BRUCE W 023 YEARS M ____ ____ ____ ____ N

ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01

_ 240 O 362407763 JONES, BRUCE W 023 YEARS M ____ ____ ____ ____ N

ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01

_ 710 O 371087763 JONES, BRUCE W 023 YEARS M ____ ____ ____ ____ N

ALIAS 0 SCAR/TATTOO-> _____ COMMIT 1996-04-01 RELEASE 1996-04-01

_ 087 B 084524516 JONES, DALROYCE, JR 1958-03-07 M ____ ____ ____ ____ N

OPTION=> N N=NEXT PAGE, P=PREVIOUS PAGE, R=RETURN TO MENU**Inquiry Menu (Continued)****HELPFUL HINTS - OPTION #7, Prisoner Browse By Alias Name**

- Utilized when you need to search information on a prisoner and you don't have their SSN and you want to check if he/she is under an Alias Name
- Utilized to determine if you have a duplicate confinement
 - ✓ When you pull up the prisoner's name you may find that the same prisoner has been booked into LIDS for the same time period but under a different Alias Name
 - ✓ Example:

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

5-110

- First jail books the offender into LIDS entering in SSN – 123456789, John A. Smith and not released
- Second Jail books the offender into LIDS entering in SSN - 123456789, Smith A. Jones
- Second Jail receives the overlap message with Jail #1.
 - ⇒ Finding:
 - ⇒ Jail #1 needs to release prisoner
 - ⇒ Jail #1 and jail #2 need to verify which name is correct and enter an alias
- Enter the prisoner's name you wish to browse and select Option '7',
 - ✓ Enter
 - ✓ At the left of the prisoners name which you wish to browse enter one of the three (3) means to browse that prisoner information
 - Enter 'P' if you wish to browse the prisoners detailed information as entered in LIDS
 - Enter 'C' if you wish to browse the confinement detailed information as entered in LIDS
 - Enter 'O' if you wish to browse the offense detailed information as entered in LIDS
- You cannot update any detailed prisoner information from the Browse Screen if you detect an error
- Need to go back to the Main Menu screen and select the proper option to update the data, which is found to be incorrect
- Enter one of the three options if you wish to browse for additional prisoners:
 - ✓ 'N' Next Page
 - ✓ 'P' Previous Page or
 - ✓ 'R' Return to Menu

Inquiry Menu (Continued)

The purpose of the **Option #8, Browse Out of Compliance Payment Status**, was developed to track reimbursement paid to localities for Out of Compliance state (Department Of Corrections -DOC) inmates. These payments were made in accordance with Section 53.1-20, Code of Virginia and in accordance with the Acts of Assembly from 1/1996 through 3/1998.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' – Inquiry Menu to Option '8' Browse Out of Compliance Status**

OUT OF COMPLIANCE PAYMENT STATUS**PERIOD: 01/1996 THRU: 03/1998**JAIL NUMBER: **550** SSN: **024318736** COMMITMENT DATE: **01161997** TIME: **135600**NAME: **RICKS, TERESA LYNETTE**

REPORT PERIOD	POSTED DATE	VOUCHER NUMBER	VOUCHER DATE	\$TOTAL OVR 60	\$TOTAL OVR 90	\$TOTAL OVR 120	PERIOD TOTAL
---------------	-------------	----------------	--------------	----------------	----------------	-----------------	--------------

01311997	_____	_____	_____	0	0	0	0
02281997	_____	_____	_____	0	0	0	0
03311997	_____	_____	_____	0	0	0	0
04301997	_____	_____	_____	0	0	0	0
05311997	_____	_____	_____	0	0	0	0
06301997	_____	_____	_____	0	0	0	0
07311997	_____	_____	_____	0	0	0	0
08311997	_____	_____	_____	0	0	0	0
09301997	_____	_____	_____	0	0	0	0
10311997	_____	_____	_____	0	0	0	0
11301997	_____	_____	_____	0	0	0	0
12311997	_____	_____	_____	0	0	0	0

TOTALS FOR THIS PERIOD:-----> 0 0 0 0

MORE DATA..PRESS ENTER TO REVIEW..

ENTER DESIRED OPTION --> N "N" NEXT PAGE "P" PREVIOUS PAGE "R" PREVIOUS SCREEN**Inquiry Menu (Continued)****HELPFUL HINTS - OPTION #8, Browse Out Of Compliance Status**

- The Browse Out Of Compliance Payment Status, Option #8, was developed to track reimbursement paid to localities for out of compliance DOC (State) inmates.
- Payments were made in accordance with Section 53.1-20, Code of Virginia and in accordance with the Acts of Assembly from 1/1996 through 3/1998
- Allow you to view the Out of Compliance Status for a specific prisoner's confinement

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

5-112

- ✓ Over 60 days = \$1 per day
- ✓ Over 90 days = \$3 per day
- ✓ Over 120 days = \$6 per day
- You must supply the prisoner's SSN, Commitment date and commitment time.
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Enter 'N' to move to the prisoner's next confinement
- Enter 'P' to move to the prisoner's previous confinement
- Enter 'R' to Returns you to Inquiry Menu

Inquiry Menu (Continued)

The purpose of **Option #9, Browse Prisoner Status File For Prior Months with Adjustments**, allows you to view payments as adjusted. The browse Prisoner Status File for Prior Months screen will also provide inquiry capabilities to view the detail summary screen or the review/update screen.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- **Option '5' - Inquiry Menu to Option '9' Browse Prisoner Status For Prior Months with Adjustments Relating to Submission Date**

LCI2-1	LIDS - JAIL FINANCIAL SUMMARY	V1.1032597
BROWSE PRISONER STATUS FOR PRIOR MONTHS WITH ADJUSTMENT RELATING TO SUBMISSION DATE		
MONTH OF <u>APRIL</u> <u>2000</u> NUMBER OF DAYS 30		
JAIL <u>560</u> LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
	COUNT	*DAYS* *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	4	91 \$ 728
PAYMENTS (TOTAL DAYS) STATE----->	1	30 \$ 240
PAYMENTS (OUT OF STATE)----->	1	30 \$ 240
PAYMENTS ALTERNATIVE (HEM)----->	0	0 \$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0	0 \$ 0
PAYMENTS - STATE FELON DAYS-----> 1	30	\$ 180
PAYMENTS - JAIL CONTRACT BED----->	0	0 \$ 0
NON-PAYMENT (FEDERAL)----->	1	30 \$ 0
NON-PAYMENT (ORDINANCE)----->	1	30 \$ 0
NON-PAYMENT (MILITARY)----->	1	30 \$ 0
NON-PAYMENT (HEM)----->	0	0 \$ 0
FEDERAL PRISONER OVERHEAD RECOVERY ->		\$ 0
ADJUSTMENTS POSTED DURING THIS PERIOD	-46	\$ - 584
TOTAL----->	10	225 \$ 804
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____		
SCREEN OPTION: <u>2</u> (2=DETAIL SUM; 3=REVIEW/UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)		

Inquiry Menu (Continued)

HELPFUL HINTS - OPTION #9, Browse Prisoner Status For Prior Months With Adjustments Relating To Submission Date

- The browse Prisoner Status File For Prior Months with Adjustments Relating to Submission screen allows you to view monthly payments as adjusted.
 - ✓ Enter '2' Detailed Summary' for the Month you selected to view
 - Tab and enter 'Y' in the blank spaces to the left of the prisoner/prisoners
 - Tab to the bottom of the page and place a 'Y' in the space ' Review all On Page __ (Y/N)' if you want to view all the inmates listed on the screen

- ⇒ When you select 'Y' all on page you will only receive the folks listed on that page and not the prisoners that may be on the next page
 - ❑ If you want to view the next page of inmates select 'N' = Next Page
 - ❑ If you want to view the previous page of inmates select 'P' = Previous Page
 - ❑ If you want to go back to the summary page select option '1' = Summary **or**
 - ❑ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
- ✓ Enter '3' Review screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
- ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
- ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-Of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order
 - ✓ Enter Starting Commitment Date **or** leave blank if you do not wish to view commitment order
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Clear Screen - Returns you to the Inquiry Menu

Inquiry Menu (Continued)

The purpose of **Option #A, Browse Alias SSN by Primary SSN**, allows you to inquire on Alias SSN's for prisoners confined in jail.

Navigational Path:

- **LIDS Main Menu - Enter Option '5' - Inquire Menu**
- **Option '5' - Inquiry Menu to Option 'A' Browse Alias SSN by Primary SSN**

[illegible]

Inquiry Menu (Continued)

- In order to browse alias SSN, you must search using the primary SSN for an inmate.
- The alias SSN will be linked to the prisoner's primary SSN.
- Browsing by alias SSN allows you to view any alias SSN's enter for any inmate.

(Left Blank Intentionally)



6. Reimbursement Maintenance

The purpose of **Option #6, Reimbursement Maintenance Menu** is to provide the navigational path for those processes associated with prisoner reimbursement.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

REIMBURSEMENT MAINTENANCE MENU

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH ____ YEAR ____

PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____

VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____

JAIL NUMBER: ____

ENTER OPTION HERE =>

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #6, Reimbursement Maintenance

- The purpose of Option #6, Reimbursement Maintenance Menu is to provide a means to navigate through the financial process in LIDS
- Option #6, Reimbursement Maintenance is a secured environment and is accessible to individuals that have level authority to adjust the monthly prisoner status or have authority to certify or approve monthly submissions to the Compensation Board
- **Option #1**, Create Monthly Prisoner Status File **AND Option #2**, Certify Monthly Prisoner Status File should be utilized two ways:
 - ✓ **Review/Inquire** on monthly LIDS submission any time during the current month prior to Approval

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

6-119

- Always select Option #1, Create Monthly Prisoner Status File prior to selecting Option #2, Certify Monthly Prisoner Status File
- ⇒ **IF** you do not select Option #1 (Create) then your file will not pull all the updates since you last created your monthly prisoner file
- ⇒ First time you create your monthly prisoner file you will receive a message that your file has been created
- ⇒ The next time you create the file you will receive a message indicating that your file has been recreated (all updates since your last review will be included)
- If you are reviewing/inquiring on your monthly financial report **do not** input your Certification log-on
- ✓ **Certifying** your monthly submission
 - Select Option #1, Create/Recreate Monthly Prisoner File
 - Secondly select Option #2, Certify Monthly Prisoner Status File
 - Chief Jailer reviews monthly financial data and enters his/hers Certification Log-on ID#
- Option #3, provides Sheriff and Superintendent with a means to Approve monthly submission
- Option '4' provides localities with a means to make adjustments in LIDS, which may impact their Financial Report
- Option '7' provides the Chief Jailer and Sheriff/Superintendent a means to review quarterly vouchers pertaining to their locality
- Options '5', '6', '8', '9', '10' and '11' are utilized by the Compensation Board
- Option '12' is utilized by the locality to delete confinements that require financial adjustments
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #1, Create Monthly Prisoner Status File** is to provide a means to create a record for each confinement. You should create your monthly prisoner status file every time you wish to review your monthly submission. It must be utilized prior to certifying your monthly prisoner file to the Compensation Board.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '1' Create Monthly Prisoner Status**

REIMBURSEMENT MAINTENANCE MENU

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
7. REVIEW VOUCHERS
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH: 07 YEAR: 2000

PRISONER SSN: _____ COMMIT DATE: _____ COMMIT TIME: _____

VOUCHERS: FISCAL YEAR ____ QUARTER _ STARTING NUMBER _____

JAIL NUMBER: ____

ENTER OPTION HERE => 1

MESSAGE: Monthly Status File Has Been Created

MESSAGE YOU RECEIVE WHEN YOU GO IN THE NEXT TO REVIEW DATA: Monthly File Has Been Recreated, Do You Wish To Recreate, Hit Enter

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #1, Create Monthly Status File

- It can be created anytime during the month to check anticipated payment figures
- Creating your file pulls all of your latest data and adjustments into a current file for review
- This file must be created, certified and approved by the **tenth working day of the following month** for the previous months activity
- **Option #1**, Create Monthly Prisoner Status File
 - ✓ Enter in the Month and Year you wish to create or recreate

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

6-121

- ✓ Receive a message that the file has been created or recreated
- **Review/Inquire** on monthly LIDS submission any time during the current month prior to Approval
 - ✓ Always select Option #1, Create Monthly Prisoner Status File prior to selecting Option #2, Certify Monthly Prisoner Status File
 - **IF** you do not select Option #1 (Create) then your file will not pull all the updates since you last created your monthly prisoner file
 - First time you create you monthly prisoner file you will receive a message that your file has been created
 - The next time you create the file you will receive a message indicating that your file has been recreated (all updates since your last review will be included)
 - ✓ If you are reviewing/inquiring on your monthly financial report **do not** input your Certification log-on
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status** screen is used to review, validate and certify the monthly Prisoner Status File. This screen will allow you to view the total days and dollar figures associated with each category. Once the chief jailer has certified the monthly Prisoner Status file, the file will be 'locked' and cannot be updated directly.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status
- Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary

LCU1-1		LIDS - JAIL CERTIFICATION SUMMARY		V1.1032697	
MONTH OF: <u>APRIL 2000</u> NUMBER OF DAYS: 30					
JAIL <u>560</u> LOCATION: <u>CLIFTON FORGE CITY JAIL</u> CONFINEMENT COUNT: <u>9</u>					
		COUNT	*DAYS*	*DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->		4	91	\$ 728	
PAYMENTS (TOTAL DAYS) STATE----->		1	30	\$ 240	
PAYMENTS (OUT OF STATE)----->		1	30	\$ 240	
PAYMENTS ALTERNATIVE (HEM)----->		0	0	\$ 0	
PAYMENTS ALTERNATIVE (WORK RELEASE)---->	0	0		\$ 0	
PAYMENTS - STATE FELON DAYS----->		1	30	\$ 180	
PAYMENTS - JAIL CONTRACT BED----->		0	0	\$ 0	
NON-PAYMENT (FEDERAL)----->		1	30	\$ 0	
NON-PAYMENT (ORDINANCE)----->		1	30	\$ 0	
NON-PAYMENT (MILITARY)----->	1	30		\$ 0	
NON-PAYMENT (HEM)----->		0	0	\$ 0	
CONTRACT (OUT OF STATE)----->		0	0	\$ 0	
PRIVATE TRANSPORTS----->	0	0		\$ 0	
RECOVERIES----->		0			
ADJUSTMENTS POSTED DURING THIS PERIOD			46-	\$ - 584	
TOTAL----->		10	225	\$ 804	
CERTIFICATION PASSWORD:					
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____					
SCREEN OPTION _ (2=DETAIL SUM; 3=REVIEW/UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)					

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File

- Create/Recreate (Option #1) the file prior to selecting Option #2, Certify Monthly Prisoner File
- Utilized to review monthly submission any time during the month
- Utilized to Certify monthly submission at the end of the month by entering Chief Jailers Log-on ID
- Option #2, Certify Monthly Status File allows you to view financial detailed information

- ✓ Enter '3' Review/Update screen for the selected month
 - Summary of all offenses and provides the financial overview for selected prisoners
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
- ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ Option #5 allows you to view the detailed financial information for the monthly adjustment summary
- ✓ Enter '5' to move to the Adjustment Detail screen that supports detailed information
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides summary of Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Allows you to view the payment status in commitment order by entering Starting Commitment Date
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- You can not update any detailed prisoner information from the Inquiry Screen, you must back out and go to the Commitment Maintenance Screen Option '3' and select the proper option to update
- Once the monthly Prisoner Status File has been 'CERTIFIED' it cannot be directly modified.
- Clear Screen - Returns you to the Reimbursement Maintenance Menu
- Then Sheriff/Superintendent must log-in, Select Option '3' to Approve monthly submission

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #2, Certification Detail Summary** screen is used to review the detailed monthly Prisoner Status File. This screen allows you to select specific prisoner information.

Navigational Path:

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status
- Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary
- Screen #1 Jail Certification Summary to Screen #2 Certification Detail Summary

LCU1-2	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1032697
CERTIFICATION DETAIL SUMMARY		
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
COMMITMENT RELEASE TOT/ST SSN NAME OFFENSE RS RS		
FLG	DATE	DATE DAYS (LAST FIRST MI) CODE CF RL
-	12241996	30 00 165469258 PAXTON, NORMAN LEE 4104 10
-	02191997	30 00 225316448 ROBINSON, JAMES F 2325 74
<u>Y</u>	01281997	00 00 226682732 OVERTON, DAVID E, SR 4104 75
-	11041996	00 00 226684004 WALL, JAMES E 3516 73
-	10091996	30 00 228158445 BEVERLY, JOHN M, JR 5012 12
<u>Y</u>	12221996	00 00 230040642 COOPER, RANDY 1305 10
-	11011995	30 30 956000002 HAMM, KEITH 0900 22
-	12011996	30 00 956000006 JONES, NANCY 0000 10
-	04011997	04021997 01 00 956000008 HARRISON, FRED JAMES 0900 10 19
-	-	- - - - -
-	-	- - - - -
-	-	- - - - -
OR REVIEW ALL ON PAGE _ (Y/N) SCN OPTION _ (N=NXT PGE P=PREV PGE 1=SUMM 3=REV/UPD) NO MORE DATA...		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #2, Certification Detail Summary

- Screen #2, Certification Detail Summary allows you to view financial detailed information concerning specific prisoners confined in jail

- Select Screen #2, Certification Detailed Summary for the Month you selected to view
- Two Means to View from the Certification Detail Summary:
 - ✓ Review specific prisoner information **OR**
 - In the space to the far left of the prisoner's Commitment Date, enter a 'Y' in the space if you wish to review that prisoners detailed information
 - Hit enter to bring you to the bottom and select Option '3', Review/Update
 - ✓ Review All on Page
 - **IF** you wish to view all on page, Hit enter to bring you to the bottom of the screen and place a 'Y' in the space 'Review all On Page Y (Y/N) and select Option '3', Review/Update
 - When you select 'All on page' you must remember that by selecting all you **only** receive the detail data on the folks listed on that page
- To view the next page of inmates select 'N' = Next Page and repeat the process above
- To view the previous page of inmates select 'P' = Previous Page
- To go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #2, Certification Detail Summary (continued)

The following screen explains the dollar amount captured on the Certification and Approval financial screen for each category and the payment status of each:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

Financial Screen

	DOLLAR AMOUNT	PAYMENT STATUS
PAYMENTS (TOTAL DAYS) LOCAL----->	\$8	LD
PAYMENTS (TOTAL DAYS) STATE----->	\$8	SD, HA
PAYMENTS (OUT OF STATE)----->	\$8	FO
PAYMENTS ALTERNATIVE (HEM)----->	\$8	NH
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	\$8	NH
PAYMENTS - STATE FELON DAYS----->	\$6	FD
PAYMENTS - JAIL CONTRACT BED----->	\$14	CB, CW
NON-PAYMENT (FEDERAL)----->	\$0	FE
NON-PAYMENT (ORDINANCE)----->	\$0	OR
NON-PAYMENT (MILITARY)----->	\$0	MI
NON-PAYMENT (HEM)-----> \$0	\$0	NH
CONTRACT (OUT OF STATE)----->	\$0	CI
PRIVATE TRANSPORTS----->	\$0	OT
FEDERAL PRISONER OVERHEAD RECOVERY---->	\$	\$
ADJUSTMENTS POSTED DURING THIS PERIOD->	\$	\$
TOTAL----->	\$	\$

MONTHLY ADP: 80 (Average Daily Population) DOC RATED CAPACITY: 70

Financial Screen Explanation

- **Payments (Total Days) Local = \$8 per diem:** Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as Local Responsible (LD) Inmates **IF:**
 - ✓ Arrested on a state warrant
 - ✓ Awaiting trial **OR**
 - ✓ If the offender has a net sentence of less than 12 months/1 year (Offense Type A) **OR**
 - ✓ If the offender has a net sentence of 2 years or less (Offense Type B)
 - Juvenile Awaiting Trial (10, 11, 2, 13, 16, 17, 18, 19)
 - Adult Awaiting Trial (10, 11, 12, 13)
 - Adult sentenced - on a felony and/or misdemeanor charges
 - No additional felony charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Has Additional Felony Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
 - Adult sentenced-miscellaneous (72)

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #2, Certification Detail Summary (continued)

Financial Screen Explanation – (Continued)

- **Payments (Total Days) State = \$8 per diem:** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as State Responsible (SD) Inmates **IF**
 - ✓ Arrested on a state warrant
 - ✓ If the offender has a net sentence of 12 months/1 year or more (Offense Type A) **OR**
 - ✓ If the offender has a net sentence of more than 2 years (Offense Type B)
 - Adult Sentenced - No Additional Felony Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Adult Sentenced - Miscellaneous (70, 71)
- **Payments (Out of State) = \$8 per diem:** Offenders in this category are held for out of state authority that **HAS** been arrested on a Virginia State warrant.
 - ✓ Offenders in this category are coded as a 74
- **Payments Alternative (HEM) = \$8 per diem:** Offenders in this category are placed in an approved Electronic Monitoring program. Offenders must be Local Responsible and fully sentenced to receive HEM payment.
 - ✓ Offenders in this category are coded as a 80
- **Payments Alternative (Work Release) = \$8 per diem:** Offenders in this category are placed in an approved Supervised Work Release Program.
 - ✓ Offenders in this category are coded as 85
- **Payments – State Felon Days = \$6 per diem:** Offenders in this category must be State Responsible (SD) and the Department of Corrections 60 day waiting period for intake has passed.
 - ✓ Adult sentenced-no additional felony charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76)
 - ✓ Adult sentenced-miscellaneous (71)
- **Payments – Jail Contact Bed = \$14 per diem:** Offenders in this category are State Responsible (SD) inmates that are placed into a Jail Contact Bed (JCB) or JCB Work Release Bed by the Department of Corrections.
 - ✓ Adult sentenced - no additional felony charges pending (20, 26)
- **Non-payment (Federal) = \$0 per diem:** Offenders in this category are held for Federal Authority/District of Columbia.
 - ✓ Offenders in this category are coded as a 73.
- **Non-payment (Ordinance) = \$0 per diem:** Offenders in this category are arrested on a local or town warrant (pink). This includes ordinance violators that are either awaiting trail or sentenced (Offense Type 'O').
 - ✓ Offenders in this category can be either an adult awaiting trail (10) or an adult sentenced-no additional felony charges pending (20).
- **Non-payment (Military) = \$0 per diem:** Offenders in this category are held for military authority and are not arrested on a state warrant.
 - ✓ Offenders in this category are coded as a 75.

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #2, Certification Detail Summary (continued)

Financial Screen Explanation – (Continued)

- **Non-payment (HEM) = \$0 per diem:** Offenders in this category are either State Responsible (SD) inmates, unsentenced inmates, or the locality is **NOT** approved to participate in an Alternative program.
- ✓ Offenders in this category are coded either 80 or 85
- **Contact (Out of State) = \$0 per diem:** Offenders in this category are out of state contact inmates who have **NOT** been arrested on a Virginia State warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner.
- ✓ Offenders in this category are coded as a 78
- **Private Transport = \$0 per diem:** Offenders in this category are held for out of state holds and/or overnight transports. These inmates have **NOT** been arrested on a Virginia State warrant. The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.
- ✓ Offenders in this category are coded as a 79.
- **Federal Prisoner Overhead Recovery:** Dollar amount taken back for holding federal inmates.
- **Adjustments Posted During this Period:** Dollar amount of adjustments posted during that month.
- **Total:** Total amount of all the above categories.
- **Monthly ADP:** Average Daily Population is based on the average number of **BODIES** sitting in your jail.
- **DOC Rated Capacity:** A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space.

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #3, Prisoner Status Review/Update** screen is to review the financial prisoner status on specific confinements.

Navigation Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

- Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status
- Option '2' Certify Monthly Prisoner Status to Screen #1 Jail Certification Summary
- Screen #1 Jail Certification Summary to Screen #2 Certification Detail Summary
- Screen #2 Certification Detail Summary to Screen #3 Prisoner Status Review/Update

LCU1-3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1032697
PRISONER STATUS REVIEW/UPDATE		
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
SSN: 123456789 NAME: PAXTON, NORMAN LEE		
COMMIT DT/TM 12241996 0900 REASON CONF: 10 COURT ORDER DATE:		
RELEASE DT/TM _____ REASON REL.: _____ TR./JAIL BKLOG ST.DT _____		
MOST RECENT SENT DATE _____ CUM.SENT.LGTH (Y): 000 (M) 000 (D) 000		
BONUS START DATE: _____ PENDING CHARGES: M DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
UPD _ (Y/N)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #3, Prisoner Status Review/Update

- Provides you with a means to review the prisoner's Most Serious status
- Provides you with a means to update, if needed

- If you need to update the prisoner's offense information and he/she has multiple offenses you will need to go back to the main menu
 - ✓ Select Option # 3, Commitment Maintenance then
 - ✓ Select Option #4, Update Offense Information
- If you update any information on a specific prisoner's detailed file you must enter a 'Y' to update
- Option 'N' will take you to the Next Page of the detailed prisoner information you wished to review
- Option '1' will return you to the Monthly Reimbursement Summary
- Option '2' will return you to the Prisoner Detailed Summary
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #2, Certify Monthly Prisoner Status, Screen #4, Jail Adjustment Summary** is to provide a means to view adjustment record on specific confinements.

Navigational Path:

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '2' Certify Monthly Prisoner Status
- Option '2' Certify Monthly Prisoner Status to Screen #4 Jail Adjustment Summary

LCU1-4		LIDS - JAIL ADJUSTMENT SUMMARY		V1.1032697	
MONTH OF APRIL 2000		NUMBER OF DAYS 30			
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL		CONFINEMENT COUNT		9	
		COUNT	*DAYS*	*DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->		5	73-	\$	584-
PAYMENTS (TOTAL DAYS) STATE----->		3	51	\$	408
PAYMENTS (OUT OF STATE)----->		4	121	\$	968
PAYMENTS ALTERNATIVE (HEM)----->		4	32-	\$	256-
PAYMENTS ALTERNATIVE (WORK RELEASE)--->		0	0	\$	0
PAYMENTS - STATE FELON DAYS----->		1	8	\$	48
PAYMENTS - JAIL CONTRACT BED----->		0	0	\$	0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->		0	0	\$	0
BONUS DAYS OUT OF COMPLIANCE - 91-120->		0	0	\$	0
BONUS DAYS OUT OF COMPLIANCE - OVER-120		0	0	\$	0
NON-PAYMENT (FEDERAL)----->		4	121-	\$	0
NON-PAYMENT (ORDINANCE)----->	0	0		\$	0
NON-PAYMENT (MILITARY)----->		0	0	\$	0
NON-PAYMENT (HEM)----->		0	0	\$	0
CONTRACT (OUT OF STATE)----->		0	0	\$	0
PRIVATE TRANSPORTS----->		0	0	\$	0
RECOVERIES----->	0	0		\$	0
ADJUSTMENTS WITH NO FINANCIAL IMPACT		5			
TOTAL----->		26	46-	\$	584
SCREEN OPTION: 2 (1=CERT. SUM; 2=DETAIL SUM; 3=REVIEW UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)					

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #2, Certify Monthly Status File, Screen #4, Jail Adjustment Summary

- The Jail Adjustment Summary allows you to view adjustments made in the report month selected

- ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
- Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
 - ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
- ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Prisoner Status** screen is to validate and approve the monthly Prisoner Status File. This screen will allow you to view the total days and dollars figures associated with each category. Selecting Option #3 is the last step necessary to submit your monthly LIDS submissions to the Compensation Board. Any changes necessary after the Sheriff approves his report will be treated as an adjustment.

Navigational Path:

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '3' Approval
- Option '3' Approval, Screen #1 Jail Approval Summary

LAP1-1	LIDS - JAIL APPROVAL SUMMARY	V1.1032597
MONTH OF APRIL 1997 NUMBER OF DAYS 30 COUNT 9		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL		
	COUNT	*DAYS* *DOLLARS*
PAYMENTS (TOTAL DAYS) LOCAL----->	4	91 \$ 728
PAYMENTS (TOTAL DAYS) STATE----->	1	30 \$ 240
PAYMENTS (OUT OF STATE)----->	1	30 \$ 240
PAYMENTS ALTERNATIVE (HEM)----->	0	0 \$ 0
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0	0 \$ 0
PAYMENTS - STATE FELON DAYS----->	1	30 \$ 180
PAYMENTS - JAIL CONTRACT BED----->	0	0 \$ 0
NON-PAYMENT (FEDERAL)----->	1	30 \$ 0
NON-PAYMENT (ORDINANCE)----->	1	30 \$ 0
NON-PAYMENT (MILITARY)----->	0	0 \$ 0
NON-PAYMENT (HEM)----->	0	0 \$ 0
CONTRACT (OUT OF STATE) ----->	0	0 \$ 0
PRIVATE TRANSPORTS ----->	0	0 \$ 0
RECOVERIES----->		\$ 0
ADJUSTMENTS POSTED DURING THIS PERIOD		46- \$ 584
TOTAL----->	10	225 \$ 1,972
APPROVAL PASSWORD: APPROVAL INDICATOR: N <= "Y" "N" "R		
STARTING COMMITMENT DATE: _____ -OR- STARTING WITH SSN: _____		
SCREEN OPTION _ (2=DETAIL SUM; 3=REVIEW/UPD.; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, Approve Monthly Status File

- You must Create/Recreate (Option #1) and Certify Monthly Prisoner File (Option #2) prior to the Sheriff/Superintendent approving his/her monthly LIDS submission to the Compensation Board

- Option #3, Approve Monthly Status File gives the Sheriff/Superintendent four (4) options
 - ✓ View financial detailed information prior to approval
 - If you wish to only view the monthly submission, do not provide or fill in the Approval Password
 - You may go in and out of this option as long as you have not provided the Sheriff/Superintendent's Approval
 - ✓ Approve – 'Y' Yes you have review the monthly submission and you are ready to Approve
 - Sheriff/Superintendent must view adjustment, Option #4, if applicable
 - Enter in your Approval Password (Your Log-on ID)
 - Place a 'Y' in the Approval Indicator space indicating that 'YES' you are ready to approve your monthly LIDS submission
 - You will receive a message indicating that the monthly submission has been approved
 - ✓ No - "N" No you do not want to approve
 - Once the Sheriff/Superintendent view his monthly submission and he decides that he does not want to approve the submission he/she must place a 'N' in the Approval Indicator space indicating that 'NO' you do not want to approve the monthly submission
 - ✓ Reject – 'R' means you indicated a problem and you wish to un-do the certification process so that staff members can go back and make some changes/updates prior to his/her approval
- If you wish to Review/Update enter Option #2 for the selected month
 - ✓ Summary of all offenses and provides the financial overview for selected prisoners
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to go back to the summary page select option '1' = Summary or
 - If you want to view the detail summary of an inmate select '2' Detail Summary
- If you wish to view the Adjustment Summary screen enter Option #4 which supports adjustments made by the locality for the selected month you wish to view
 - ✓ Reflect the financial status of an adjustment made by the locality that impacted a prior month
 - If you want to go back to the summary page select option '1' = Summary or
 - If you want to view the detail summary of an inmate select '2' Detail Summary
 - If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
 - Option #5 allows you to view the detailed financial information for the monthly adjustment summary
- If you wish to view the Adjustment Detail screen enter Option #5 that supports detailed information
 - ✓ Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - If you want to view the next page of inmates select 'N' = Next Page
 - If you want to view the previous page of inmates select 'P' = Previous Page
 - If you want to go back to the summary page select option '1' = Summary or
 - If you want to view the Jail Payment status select Option 'J' = Jail Payment
- If you wish to view the Recovery Screen enter Option #6 which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - ✓ Provides summary of Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - If you want to go back to the summary page select option '1' = Summary or
- Allows you to view the payment status in commitment order by entering Starting Commitment Date
- Allows you to view the payment status on a specific prisoner (Enter Starting SSN)
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approval Monthly Prisoner Status, Screen #2, Approval Detail Summary** screen is used to review the detailed monthly Prisoner Status File. This screen allows you to select specific prisoner information.

Navigational Path:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- | | | |
|---|---|----------------------------|
| LAP1-2 | LOCAL INMATE DATA SYSTEM (LIDS) | V1.1032597 |
| APPROVAL DETAIL SUMMARY | | |
| MONTH OF APRIL 1997 NUMBER OF DAYS 30 | | |
| JAIL 560 | LOCATION CLIFTON FORGE CITY JAIL | CONFINEMENT COUNT 9 |
| COMMITMENT RELEASE TOT/ST | SSN NAME OFFENSE | RS RS |
| FLG DATE DATE DAYS (LAST FIRST MI) | | CODE CF RL |
| - 12241996 _____ 30 00 165469258 PAXTON, NORMAN LEE | 4104 | 10 ____ |
| - 02191997 _____ 30 00 225316448 ROBINSON, JAMES F | | 2325 74 ____ |
| - 01281997 _____ 00 00 226682732 OVERTON, DAVID E, SR | | 4104 75 ____ |
| - 11041996 _____ 00 00 226684004 WALL, JAMES E | | 3516 73 ____ |
| - 10091996 _____ 30 00 228158445 BEVERLY, JOHN M, JR | | 5012 12 ____ |
| - 12221996 _____ 00 00 230040642 COOPER, RANDY | | 1305 10 ____ |
| - 11011995 _____ 30 30 956000002 HAMM, KEITH | | 0900 22 ____ |
| - 12011996 _____ 30 00 956000006 JONES, NANCY | | 0000 10 ____ |
| - 04011997 04021997 01 00 956000008 HARRISON, FRED JAMES | 0900 | 10 19 |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| - _____ | _____ | _____ |
| REVIEW ALL ON PAGE █ (Y/N) SCN OPTION █ (N=NXT PGE P=PREV PGE 1=SUMM
3=REV/UPD)
NO MORE DATA... | | |

HELPFUL HINTS - OPTION #3, Approve Monthly Status File, Screen #2, Approval Detail Summary

- 6-136

- Two Means to View from the Approval Detail Summary:
 - ✓ Review specific prisoner information **OR**
 - In the space to the far left of the prisoner's Commitment Date, enter a 'Y' in the space if you wish to review that prisoners detailed information
 - Hit enter to bring you to the bottom and select Option '3', Review/Update
 - ✓ Review All on Page
 - **IF** you wish to view all on page, Hit enter to bring you to the bottom of the screen and place a 'Y' in the space 'Review all On Page Y (Y/N) and select Option '3', Review/Update
 - When you select 'All on page' you must remember that by selecting all you **only** receive the detail data on the folks listed on that page
 - To view the next page of inmates select 'N' = Next Page and repeat the process above
 - To view the previous page of inmates select 'P' = Previous Page
 - To go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Prisoner Status, Screen #3, Prisoner Status Review/Update** screen is to review the financial prisoner status on specific confinements.

Navigational Path:

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '3' Approval
- Option '3' Approval to Screen #1 Jail Approval Summary
- Screen #1 Jail Approval Summary to Screen #2 Approval Detail Summary
- Screen #2 Approval Detail Summary to Screen #3 Prisoner Status Review/Update

LAP1-3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1032597
PRISONER STATUS REVIEW/UPDATE		
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL CONFINEMENT COUNT 9		
SSN: 123456789 NAME: PAXTON, NORMAN LEE		
COMMIT DT/TM 12241996 0900 REASON CONF: 10 COURT ORDER DATE: _____		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
BONUS START DATE: _____ PENDING CHARGES: M DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
UPD _ (Y/N)		

SSN: 113456789 NAME: ROBINSON, JAMES F		
COMMIT DT/TM 02191997 1006 REASON CONF: 74 COURT ORDER DATE: _____		
RELEASE DT/TM _____ REASON REL.: __ TR./JAIL BKLOG ST.DT _____		
BONUS START DATE: _____ PENDING CHARGES: F DOC COMP. ST:		
TOTAL DAYS: 30 STATE DAYS: 00 BONUS DAYS: 61-90 00 91-120 00 OVER 120 00		
DOLLARS: \$240 \$ 0 \$ 0 \$ 0 \$ 0		
NO MORE DATA... UPD _ (Y/N)		
SCREEN OPTION _ (N=NEXT PAGE 1=SUMMARY SCREEN 2=DETAIL SUMMARY)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTIN #3, Approve Monthly Status File, Screen #3, Prisoner Status Review/Update

- Provides you with a means to review the prisoner's Most Serious status
- Provides you with a means to update, if needed
- If you need to update the prisoner's offense information and he/she has multiple offenses you will need to go back to the main menu

- ✓ Select Option # 3, Commitment Maintenance then
- ✓ Select Option #4, Update Offense Information
- If you update any information on a specific prisoner's detailed file you must enter a 'Y' to update
- Option 'N' will take you to the Next Page of the detailed prisoner information you wished to review
- Option '1' will return you to the Monthly Reimbursement Summary
- Option '2' will return you to the Prisoner Detailed Summary
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Prisoner Status, Screen #4, Jail Adjustment Summary** screen is to review any adjustments made during the month.

Navigational Path:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '3' Approval
- Option '3' Approval to Screen #1 Jail Approval Summary
- Screen #1 Jail Approval Summary to Screen #2 Approval Detail Summary
- Screen #2 Approval Detail Summary to Screen #3 Prisoner Status Review/Update
- Screen #3 Prisoner Status Review/Update to Screen #4 Jail Adjustment Summary

LAP1-4	LIDS - JAIL ADJUSTMENT SUMMARY	V1.1032597
MONTH OF APRIL 1997 NUMBER OF DAYS 30		
JAIL 560 LOCATION CLIFTON FORGE CITY JAIL	CONFINEMENT COUNT	9
	COUNT *DAYS* *DOLLARS*	
PAYMENTS (TOTAL DAYS) LOCAL----->	5 73- \$	584-
PAYMENTS (TOTAL DAYS) STATE----->	3 51 \$	408
PAYMENTS (OUT OF STATE)----->	4 121 \$	968
PAYMENTS ALTERNATIVE (HEM)----->	4 32- \$	256-
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0 0 \$	0
PAYMENTS - STATE FELON DAYS----->	1 8 \$	48
PAYMENTS - JAIL CONTRACT BED----->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - 61-90-->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - 91-120->	0 0 \$	0
BONUS DAYS OUT OF COMPLIANCE - OVER-120	0 0 \$	0
NON-PAYMENT (FEDERAL)----->	4 121- \$	0
NON-PAYMENT (ORDINANCE)----->	0 0 \$	0
NON-PAYMENT (MILITARY)----->	0 0 \$	0
NON-PAYMENT (HEM)----->	0 0 \$	0
CONTRACT (OUT OF STATE)----->	0 0 \$	0
PRIVATE TRANSPORTS----->	0 0 \$	0
ADJUSTMENTS WITH NO FINANCIAL IMPACT	5	
TOTAL----->	26 46- \$	584
SCREEN OPTION: <u>2</u> (1=CERT. SUM; 2=DETAIL SUM; 3=REVIEW UPD; 4=ADJ. SUM; 5=ADJ DETAIL; 6=RECOVERY SUMMARY)		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, Approve Monthly Status File, Screen #4, Jail Adjustment Summary

- The Jail Adjustment Summary allows you to view adjustments made in the report month selected
 - ✓ Enter '4' to move to the 'Adjustment Summary' screen which supports adjustments made by the locality for the selected month you wish to view
 - Reflect the financial status of an adjustment made by the locality that impacted a prior month

- ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- ⇒ If you want to view the detail summary of an inmate select '2' Detail Summary
- ⇒ If you want to review the detail of the prisoners that you placed a 'Y' beside or if you selected to view all on page select option '3'
- ⇒ If you wish to view the detailed financial information for the monthly adjustment summary you should select option '5' Adjustment Details
- ✓ Enter '5' to move to the Adjustment Detail screen which supports the detailed adjustment
 - Provides you with a list of prisoners and the adjustment dollars for the report month selected
 - ⇒ If you want to view the next page of inmates select 'N' = Next Page
 - ⇒ If you want to view the previous page of inmates select 'P' = Previous Page
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
 - ⇒ If you want to view the Jail Payment status select Option 'J' = Jail Payment
- ✓ Enter '6' to move to the Recovery Screen which supports who is confined in LIDS as a Federal Prisoner or as a Out-of-State Contract Prisoner
 - Provides you with a summary of dollars adjusted on the financial summary by Federal Prisoners Overhead Recovery or Contract, Out-Of-State
 - ⇒ If you want to go back to the summary page select option '1' = Summary **or**
- Clear Screen - Returns you to the Inquiry Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #3, Approve Monthly Status File, Screen #5, Jail Approval Authorization** screen is to certify that the monthly LIDS submission is accurate and complete and to give the Compensation Board the authority to share information with the Social Security Administration.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '3' Approval**

- This screen will be displayed after the Approval password and indicator have been entered.

LAP1-5	LIDS - JAIL APPROVAL SCREEN	V.02291998
MONTH OF AUGUST 1999 NUMBER OF DAYS 31		
JAIL 770 LOCATION ROANOKE CITY JAIL		
<p>I CERTIFY THAT ALL INMATE INFORMATION PROVIDED HEREIN IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE COMPENSATION BOARD TO ACT AS MY AGENT TO TAKE ALL APPROPRIATE ACTION TO SHARE SUCH INFORMATION WITH THE SOCIAL SECURITY ADMINISTRATION, AS COMTEMPLATED BY 42 U. S. C. 1381, ET SEQ FOR THE BENEFIT OF ROANOKE (CITY)</p>		
APPROVAL INDICATOR <u>Y</u>		
PRESS ENTER TO APPROVE; CLEAR SCREEN TO EXIT WITHOUT APPROVING		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #3, Approve Monthly Status File, Screen #4, Jail Adjustment Summary

- The purpose of **Option #3, Approve Monthly Status File, Screen #5, Jail Approval Authorization** Screen is to certify that the monthly LIDS submission is accurate and complete and to give the Compensation Board the authority to share information with the Social Security Administration.
- Screen options

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- ⇒ 'Enter' will approve the month you are working on
- ⇒ 'Clear' will not approve the month and return you to the Reimbursement Maintenance Menu
- Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #4, Adjust Monthly Prisoner Status** has always been to make adjustments to prior report month offender records.

REVISED - JULY 1, 1999

Effective 7/1/1999, the Adjust Monthly Prisoner Status Screens were revised. They were revised to provide LIDS users a means to make adjustments to offender records that reflect incorrect information on multiple offenses.

Navigational Path:

- LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance
- Option '6' Reimbursement Maintenance to Option '4' Adjust Monthly Prisoner Status

LAJ1-A	LOCAL INMATE DATA SYSTEM (LIDS)	V.04112000
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2000-05-05 **JAIL FACILITY ADJUSTMENT POSTING**

JAIL NUMBER: **001** ONLY HIGHLIGHTED FIELDS CAN BE CHANGED
SSN: **123456789** NAME: **FOOL, THOMAS**
COMMITMENT DATE: **06151999** TIME: **061500** UPDATE PRISONER DEMOGRAPHICS: **N**
RELEASE DATE: _____ TIME: _____ RELEASE REASON: __ TRANS TO JAIL: ____

A	REPORT	ADJUSTED	RSN	FIRST	O	SENTENCE	SENTENCE
J	DATE	DATE	CNF	OFFN	C	DATE	PAYMENT
						LENGTH	
						YR /MO /DA	STATUS

A 06301999 10 ARR9982S9 A 000/000/000

COMMENTS (REQUIRED): UPDATE SENTENCE INFORMATION
OPTION --> _ "N" = NEXT PAGE; "P" = PREVIOUS PAGE; "J" = JAIL PAYMENT STATUS
ENTER "A" IN ADJ/IND TO POST AN ADJUSTMENT

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, Adjust Monthly Prisoner Status

- Provide you with a means to make Adjustments that may or may not have a Financial Impact
- Top portion of the screen provides you with a means to update confinement information
 - ✓ Example: Prisoner was released on 6/16/1999.
 - ✓ Enter Release date

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- ✓ Enter Release time
- ✓ Enter Release reason
- ✓ Enter 'A' at the far left to Post an Adjustment
- ✓ Tab to comments and enter why you are making the adjustment
- ✓ Hit enter and the system will display a posted date that reflects when you posted the adjustment
- Bottom Portion of the screen provides you a means to update offense information
 - ✓ Example: You missed updating his sentencing information
 - ✓ Enter 'A' at the far left of the month which you need to Post an Adjustment
 - ✓ Tab to comments and enter why you are making the adjustment
 - ✓ Hit Enter and the Offense screen or the Offense Pick List will appear
- Screen options
 - ⇒ 'N' moves you to the next page
 - ⇒ 'O' moves you to the Offense Update Screen
 - ⇒ 'J' moves you to the Jail Payment Status for the adjustment
 - ⇒ Clear Screen - Returns you to the Reimbursement Maintenance Menu

Reimbursement Maintenance (Continued)

The purpose of **Option #4, Adjust Monthly Prisoner Status, Screen #2, Update Offense Information** is to give you a means to update prisoner information. If the prisoner has more than one offense then you will receive the Offense Pick List as Screen #2.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

- Option '6' Reimbursement Maintenance to Option '4' Adjust Monthly Prisoner Status
- Option #4, Adjust Monthly Prisoner Status to Screen #2, Adjust/Update Offense Information

LAJ1-C 2000-05-05	LOCAL INMATE DATA SYSTEM (LIDS) OFFENSE INFORMATION SCREEN	V.04112000
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JAIL NUMBER: 001 SSN: 123456789 COMMITMENT DATE: 06151999 TIME: 061500
 RELEASE DATE: TIME: RELEASE REASON: TRANS TO JAIL:
 NAME: FOOL, THOMAS REASON CONFINED: 20
 ----- SUBMISSION MONTH 06/1999 -----

SEQUENCE: 1 OFFENSE CODE: DES3237M1 OFFENSE TYPE: M MOST SERIOUS: _
 DESERTION AND NONSUPPORT - FAIL TO COMPLY WITH SUPPORT OBLIGATION, PAYROLL DE+

OFFENSE DATE: 09091999 COURT JURISDICTION 001 COURT TYPE (JUV) _

SENTENCE DATE: 10281999 OFFENSE AS SENTENCED DES3237M1 TYPE: M
 DESERTION AND NONSUPPORT - FAIL TO COMPLY WITH SUPPORT OBLIGATION, PAYROLL DE+

SENTENCE LENGTH: YEARS: ___0 MONTHS: ___0 DAYS: ___30 CONCURRENT N

OFFENSE DISPOSITION: ___ DISPOSITION DATE: _____

DOCKET: _____

HOUSING STATUS ___ FACILITY LOCATION ___ CURRENT LOCATION _____

OR

LAJ1-B 2000-05-05	L LAJ1-B OFFENSE PICK LIST	LOCAL INMATE DATA SYSTEM (LIDS) SSN 123456789 FOOL, THOMAS LOCAL ID COMMIT DATE: 06151999 TIME: 061500 REASON CONFINED: 20 ----- SUBMISSION MONTH 06/1999 -----	V.04112000
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"X" PLACED NEXT TO OFFENSE WILL SELECT OFFENSE

SELECT	OFFENSE	SEQ	TYPE	MS	OFFN-DATE	SENT-DATE	SENTENCE-LTH	COURT	DISP
	ARR9982S9	1	A	Y	06151999	09231999	2/ 0/ 0	001	___
	DES3237M1	2	M		09091999	10281999	0/ 0/ 30	001	___
	ADD NEW	3							___

OPTION -> _ "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES
 CLEAR SCREEN TO RETURN TO PREVIOUS SCREEN

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, Adjust Monthly Prisoner Status, Screen #2, Adjust/Update Offense Information

- Utilized to update Offense Information for those inmates that were confined in prior months
- Utilized to update prisoners information from awaiting trial to sentenced

- Utilized to update/satisfy multiple offenses with a disposition code (See Code Section) and disposition date, when needed
- Utilized also if you detect that you need to add a new offense
- You would use this option if you received a message from LIDS indicating that you need to post a Financial Adjustment, please contact your financial adjuster. The reason you would receive this type of message would be that you update the information after your approval. If you neglect to make the adjustment, your quarterly reimbursement will either be understated or overstated. It would also result in an Audit finding once audited if you neglect to make the adjustment.
 - ✓ SUGGESTION:
 - ✓ Make a copy of the screen that indicates that you need to make a financial adjustment OR
 - ✓ Note the Prisoners Social Security Number;
 - ✓ Note the Name of the Inmate;
 - ✓ Note the Commit Date; and
 - ✓ Note the Commit Time for the screen you updated
 - ✓ Give the noted information or copy of the screen to your adjuster so that a Financial Adjustment (Reimbursement Maintenance, Option #6 – Adjust Prisoner Information, Option #4) can be completed
- Update Offense Screen
 - ✓ If the offender has a single (1) offense then the offense screen will appear that you can update
 - ✓ If the offender has multiple offenses then you will receive a pick list that will list all offenses that you can update
 - Place an 'X' to the left of the offense that you want to update ('Select' column) OR
 - **IF** you need to add a new offense then place the 'X' beside 'NEW'
 - Hit enter
 - Update data fields
 - Enter this brings you back to the Adjustment screen and you should receive a message indicated ' Adjustment posted and the Date posted'
 - **IF** you are deleting an offense you will receive a message asking if you want to delete this offense, hit enter again
 - ⇒ You will receive a message that the Offense has been updated or added or deleted
 - Back out to see your update on the Offense Pick List
 - If you have additional offenses that need to be updated, then go through the same process above
- **IF** the offender was awaiting trial and is now Sentenced you must update the following:
 - ✓ Reason Confined Code (See Code Section)
 - Awaiting Trial
 - Adult Sentenced - NO Additional Felony Charges Pending
 - Adult Sentenced - HAS Additional Felony Charges Pending
 - Adult Sentenced – Miscellaneous,
 - ✓ Sentenced Date
 - ✓ Offense as Sentenced
 - ✓ Offense Type
 - ✓ Sentence Length
 - ✓ Concurrent Sentence

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, Adjust Monthly Prisoner Status, Screen #2, Adjust/Update Offense Information (continued)

- Each Offense will defaulted to 'N' Non-Concurrent

- **IF** the additional offense is 'C' Concurrent, then the first offense must be 'N' Non-Concurrent and the additional offenses that is to run concurrent should be changed to reflect 'C' Concurrent
- You must remember to update the pending charge once the offender is sentenced.
 - ✓ If the only offense that is pending is a 'M', Misdemeanor charge, use your sentenced reason confined codes with NO Pending Felony Charges.
 - Your state reimbursement would be \$8 per day
 - Your felon day reimbursement would be an additional \$6 per day if the offender is sentenced as a state responsible felon
 - ⇒ Total Day Count Rule - don't count the commit date but do count the release date
 - ⇒ State Day Count Rule- count the commit date but don't count the release date
 - ✓ If the offender HAS Pending Felony Charges use the Reason Confined Codes for HAS Pending Felony Charge (See Code Section).
 - Your state reimbursement would be \$8 per day (based on the reimbursement rule)
 - The state will not reimburse the locality the additional \$6 per day for the offender until all charges are adjudicated.
 - ⇒ Total Day Count Rule - you don't count the commit date but you do count the release date
 - ⇒ State Day Count Rule- you count the commit date but you don't count the release date
 - Use the proper Offense Type of 'A' or 'B' for the pending felony charge
 - ⇒ Offense Type 'A' means that the offense was committed on or after 1/1/1995
 - ⇒ Offense Type 'B' means that the offense was committed before 1/1/1995
 - Use the proper VCC Code to match the felony charge
 - ⇒ Once the offender has been sentenced on the felony charge then you would reflect the sentenced VCC code with an 'F' felony (8th positions within the VCC code)
 - Update all offenses
- Effective 7/1/99, the CB added the 'Payment status' field in LIDS
 - ✓ Added to give you a quick code to determine payment status
 - ✓ Payment status (See Code Section) is provided by LIDS based upon the offense information provided by the locality
- Effective 7/1/1999, you are required to use VCC Offences
 - ✓ VCC Codes are located on the Compensation Boards website: www.cns.state.va.us/compboard
- Three (3) different Warrants:
 - ✓ Warrant (local - pink) - local ordinance
 - If an offender is arrested on a Local Warrant and or City/County Ordinance, the Type of Offense should be 'O'. Reimbursement for local warrants is \$0.
- ✓ Warrants (state - gold) - misdemeanor
 - If an offender is arrested on a State Warrant and the offense is a Misdemeanor, the Type of Offense should be 'M'. Reimbursement for total days is \$8 per day.

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #4, Adjust Monthly Prisoner Status, Screen #2, Adjust/Update Offense Information

- ✓ Warrants (state - green) - felony
 - If an offender is arrested on a State Warrant and the offense is a Felony, the Type of Offense should be an 'A' or 'B'. Reimbursement for total days is \$8 per day
- Any data field that requires you to input a reference code you may invoke one of the following PF Keys to get help determining which code to use:
 - ✓ Can be invoked by depressing the PF1 key.

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

6-148

- ✓ Can be canceled by depressing the PF3 key.
- ✓ To substitute the value/code invoked by depressing the PF17 key. This feature will return the selected value to the screen.
- Once updated enter 'U' (to update) or 'N' (next offense) or 'P' (previous offense)
- If the only offense that is pending is a 'M' (Misdemeanor), do not use the Reason Confined Codes for Pending Felony Charge. You would use your normal sentenced reason confined codes with no pending felony charges.
- You will receive a message that the update is completed
- Clear Screen - Returns you to Commitment Maintenance Menu, Option #3

Reimbursement Maintenance (Continued)

The purpose of **Option #7, Review Vouchers** is to allow local jail facilities to view the voucher created for **quarterly** per diem payments. You may view vouchers back to the 3rd quarter in FY1997.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '7' Review Vouchers**

LMN3

**LOCAL INMATE DATA SYSTEM (LIDS)
REIMBURSEMENT MAINTENANCE**

V.01202000

JAIL NUMBER: 001

1. CREATE MONTHLY PRISONER STATUS FILE
2. CERTIFY MONTHLY PRISONER STATUS
3. APPROVE MONTHLY PRISONER STATUS
4. ADJUST MONTHLY PRISONER STATUS
5. CERTIFICATION/APPROVAL STATUS
6. GENERATE VOUCHERS
- 7. REVIEW VOUCHERS**
8. RECORD PRE-LIDS ADJUSTMENTS
9. CERTIFY VOUCHERS
10. APPROVE VOUCHERS/RELEASE TO DOA/CARS
11. VOUCHER STATUS
12. DELETE CONFINEMENT / POST ADJUSTMENT

MONTH ____ **YEAR** ____

PRISONER SSN: _____ **COMMIT DATE:** _____ **COMMIT TIME:** _____

VOUCHERS: **FISCAL YEAR:** 2000 **QUARTER:** 4 **STARTING NUMBER** _____

ENTER OPTION HERE => 7

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #7, Review Vouchers

- Utilized to review vouchers created for quarterly per diem payments
- Utilized to track and project yearly revenue based on quarterly per diem payments
 - ✓ 1st Quarter Payment – July 15th
 - ✓ 2nd Quarter Payment – October 15th
 - ✓ 3rd Quarter Payment – January 15th
 - ✓ 4th Quarter Payment – April 15th
- The first month that jail facilities submitted Inmate Data to LIDS was report month - December 1996

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

6-150

- The first quarter that jail facilities may review vouchers in LIDS is for the 3rd quarter in FY1997
- Review Vouchers
 - ✓ Select Option #7, Review Vouchers
 - ✓ Tab and input vouchers
 - Fiscal Year
 - ⇒ July through June
 - ⇒ Example: July 1996 through July 1997 = FY1997
 - Quarter
 - ⇒ 1st Quarter = March, April, May
 - ⇒ 2nd Quarter = June, July, August
 - ⇒ 3rd Quarter = September, October, November
 - ⇒ 4th Quarter = December, January, February
 - You will not know the Voucher number assigned by CB so leave blank
 - ✓ Enter to bring up the quarterly voucher screens you requested

Reimbursement Maintenance (Continued)

The purpose of **Option #7, Review Vouchers** is to allow local jail facilities to view the voucher created for **quarterly** per diem payments. You may view vouchers back to the 3rd quarter in FY1997.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**
- **Option '6' Reimbursement Maintenance to Option '7' Review Vouchers**
- **Option #7, Review Vouchers to Screens #1 & #2, LIDS Voucher Recap**

LPS2-2	VOUCHERS	V.01182000
SCBOLMN3-R001-001-	00001234	LIDS VOUCHER RECAP FOR 4 th Qrt-2000

Compensation Board
 Local Inmate Data System (LIDS)
 6/15/00

ACCOMACK COUNTY JAIL						
*****TOTAL***** 12/1999*****+***** 01						
	DAYS	DOLLARS	DAYS	DOLLARS	DAYS	
TOTAL STATE DAYS (LOCAL)	9,000	64,000.00		4,000	32,000.00	2,500
TOTAL STATE DAYS (STATE)	2,000	16,000.00	700	5,600.00	650	
TOTAL STATE DAYS (O. STATE)		0	0.00	0	0.00	0
TOTAL ALTERNATIVE (HEM)	0	0.00	0	0.00	0	
TOTAL ALTERNATIVE (SWE)	0	0.00	0	0.00	0	
FELON	400	2,400.00	200	1,200.00	200	
OUT OF COMPLIANCE 61 - 90	0	0.00	0	0.00	0	
OUT OF COMPLIANCE 91 - 120	0	0.00	0	0.00	0	
OUT OF COMPLIANCE 121+	0	0.00	0	0.00	0	
JAIL CONTRACT BED	0	0.00	0	0.00	0	
FED OVERHEAD RECOVERY (-)	0	0.00	0	0.00	0	
TOTAL DOLLARS	0	82,400.00	0	38,800.00	0	
12/1999 2000-04-11-12.07.00.359196 SCB0010 ROBERT D. CROCKETT						
01/2000 2000-02-04-14.22.50.850656 SCB0010 ROBERT D. CROCKETT						
02/2000 2000-03-14-13.58.50.050645 SCB0010 ROBERT D. CROCKETT						
F2	F3	F4	F6	F8	F10	F12
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	SCROLL
REPORT		PAGE	PAGE	SCREEN		RIGHT

LPS2-2		VOUCHERS		V.01182000			
IDS VOUCHER RECAP FOR 4-2000		PAGE 1					
ACCOMACK COUNTY JAIL		RUN DATE 5/ 8/00 TIME 10:26:47					
12/1999**+		*****01/2000*****		*****02/2000*****ADJUSTMENTS*			
AYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS	DAYS	DOLLARS
933	23,464.00	2,000	16,000.00	2,000	16,000.00	0	0.00
958	7,664.00	650	5,200.00	650	5,200.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
200	1,200.00	100	600.00	100	600.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	0.00	0	0.00	0	0.00	0	0.00
0	31,836.00	0	21,800.00	0	21,800.00	0	0.00
CROCKETT							
CROCKETT							
CROCKETT							
F2	F3	F4	F6	F8	F10	F11	
DELETE	EXIT	PRINT	LAST	NEXT	NEXT	SCROLL	
REPORT		PAGE	PAGE		SCREEN	LEFT	

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #7, Review Vouchers - Screens #1 & #2, Lids Voucher Recap

- Utilized to review vouchers as reimbursed for per diem payments for selected time period
 - ✓ Provides you with a means to view the total dollars reimbursed
 - ✓ Provides you with a means to view the monthly dollar reimbursed
 - ✓ Provides you with a means to view adjustments posted/approved during the quarter

- **IF** you want to look at the individual months within a Quarter Reimbursed with adjustments as Posted/Approved then go back to:
 - ✓ Main Menu and select Option # 5, Inquiry
 - ✓ Select Option #6, Prisoner Status File for Prior Months
 - ✓ Enter in what month and year you wish to view and enter
- **IF** you want to look at a specific prior approved month that has been updated with any adjustments made to date that reflects the selected month you wish to view then go to:
 - ✓ Option # 5, Inquiry Menu
 - ✓ Select Option #9, Prior Approved Months with Adjustments Relating to the Specific Month
- The LIDS Voucher Recap is captured on two different screens due to the length of data captured
- In order to navigate from screen to screen you will need to utilize your PF key
- If you can not use your PF keys then utilize the LIDS Default and Values for Function Keys when using the 1-800 #'s is:
 - ✓ Tab Key - will move you from one field to another within LIDS
 - ✓ Enter Key - will send the contents of the screen to LIDS
 - ✓ Control + 'Z' Key - acts as the clear key
 - ✓ Escape key + #1 Key - will bring up the help window
 - ✓ Escape key + #2 Key - will delete a report from the reports viewing area
 - ✓ Escape key + #3 Key - will close the help window, or when viewing a report, will return the forms Maintenance Menu
 - ✓ Escape key + #5 Key - will take you to the first page of the report
 - ✓ Escape key + #6 Key - will take you to the last page of the report
 - ✓ Escape key + #7 Key - will page backward in either the help window or the on-line report
 - ✓ Escape key + #8 Key - will page forward in either the help window or the on-line report
 - ✓ Escape key + #9 Key - will take you to the previous screen of a report
 - ✓ Escape key + #0 Key - will scroll to the next screen when viewing a report
 - ✓ Escape key + the '-' Key - will scroll the screen to the left when viewing a report
 - ✓ Escape key + the '=' Key - will scroll the screen to the right when viewing a report
 - ✓ Escape key + the '%' Key - will allow you to return a value from the help window to the LIDS screen

Reimbursement Maintenance (Continued)

The purpose of **Option #12, Delete Confinement/Post Adjustment** is to allow you to delete a confinement entered in error where per diem payments have been made.

Navigational Path:

- **LIDS Main Menu - Enter Option '6'- Reimbursement Maintenance**

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

6-153

- Option '6' Reimbursement Maintenance to Option '12' Delete Confinement/Post Adjustment

LRD1	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1093097
DELETE CONFINEMENT		
JAIL : 001 Accomack County Jail		
INMATE SSN: 956000001		
NAME: LAST	JONES	FIRST HARRY MID ____SUF
REASON CONFINED:	10	COMMIT DATE: 03271998 COMMIT TIME 121500
REASON RELEASED	19	RELEASE DATE 03271998 RELEASE TIME 123000
"I"=INQUIRE, "D"=DELETE ENTER OPTION HERE => I		

Reimbursement Maintenance (Continued)

HELPFUL HINTS - OPTION #12, Delete Confinement/Post Adjustment

- Utilized to delete a Prisoner Confinement after report month approval
- Utilized to automatically post an adjustment if the prisoners' confinement is deleted by utilizing Option #12, Delete Confinement/Post Adjustment
- Delete Confinement/Post Adjustment
 - ✓ Select Option #12

- ✓ Enter and the Delete Confinement/Post Adjustment screen will appear
- ✓ Input the Social Security Number (SSN) in the space provided called 'Inmate SSN'
- ✓ Select Option 'I' Inquire
 - Enter and the inmates confinement information will appear
 - You must always select the 'I' Inquire option to ensure that you are deleting the correct confinement period
- ✓ Once you have confirmed that the confinement period shown on the screen is the correct period you wish to delete then:
 - Select Option 'D' Delete
 - Enter
 - System will ask you are you sure you want to delete this confinement
 - **IF** you do then Enter again and you will receive a message that the confinement has been deleted
 - ⇒ The LIDS is programmed to post the adjustment once you delete the confinement.
 - ⇒ You do not need to post an adjustment - Option #4, Adjust Monthly Prisoner Status
- Clear Screen - Returns you to the Reimbursement Maintenance Menu



7. DNA SAMPLING

The purpose of **Option #7, DNA Sampling** is for recording and inquiring on DNA sampling information. This screen is only accessible to the Compensation Board and the Virginia Division of Forensics Science.

Navigational Path:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

- **LIDS Main Menu - Enter Option '7'- Reimbursement Maintenance**

LMN6	LOCAL INMATE DATA SYSTEM (LIDS)	V.10201998
DNA SAMPLING MENU		
PRISONER SSN: _____ JAIL NUMBER: _____		
NAME: LAST _____ FIRST _____ MID _____		
OPTIONS:		
1. RECORD DNA SAMPLING INFO		
2. INQUIRE ON DNA SAMPLING INFO		
3. INQUIRY MAIN MENU		
ENTER DESIRED OPTION => _		



8. Reconciliation Tools

The purpose of **Option '8', Reconciliation Tools** is to provide users with the tools needed to balance their inmate activity, financial count by payment for a specified period as well as provide the localities a means to balance their Out of State Contract Inmate Report.

Navigational Path:

- LIDS Main Menu - enter Option '8' - Reconciliation Tools

LBI1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05131999
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RECONCILIATION TOOLS MENU

JAIL

1. OVERALL HEAD COUNT FOR A SPECIFIC PERIOD
2. FINANCIAL COUNT BY PAYMENT CATEGORY
3. OUT OF STATE CONTRACT INMATE REPORT

JAIL NUMBER 760

STARTING COMMIT DATE 05011998 AND TIME 000000

ENDING COMMIT DATE 05011999 AND TIME 235959

MONTH AND YEAR

OPTION 1

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION '8', Reconciliation Tools

- The Reconciliation Tool section of the LIDS User Guide was implemented on July 1, 1999
- Options:
 - ✓ Option # 1 - Utilize to balance overall Inmate Head Count
 - ✓ Option #2 - Utilized to balance the monthly financial count by payment category
 - ✓ Option #3 - Utilized to balance the Out of State Contract Inmate Report which DOC pulls on the 15th of each month

- Jail Number - This field only needs to be entered by Compensation Board staff. For jail facilities this field will default to your jail number.
- Starting Commit Date/Time - This is the starting commit date used by option #1. This will pull information from this date forward through the ending date and time. Date must be entered for option #1 and be entered in MMDDYYYY format. Time must be entered for option #1 and be entered in HHMMSS format (starting time for a day would be entered as '000000').
- Ending Commit Date/Time - This is the ending commit date/time used by option #1 (ending time for a day would be entered as '235959').
- Month - This is the Month from 01 - 12. Must be entered for option #2.
- Year - This is the Year. Must be entered for option #2

Reconciliation Tools (Continued)

The purpose of **Option #1, Overall Head Count for a Specific Period** is to provide you with a screen to break down inmate flow for reconciling a specific period.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '1' - Overall Head Count For A Specific Period**

LJI1	LOCALINMATE DATA SYSTEM (LIDS)	V.05131999
RECONCILIATION - HEADCOUNT		
JAIL 760	RICHMOND	
STARTING DATE/TIME 05011998 000000 ENDING DATE/TIME 05011999 232359		
-	BEGINNING HEADCOUNT (JAIL)	3,047
-	BEGINNING HEADCOUNT (ALTERNATIVE PROGRAMS)	0
-	TOTAL BEGINNING HEADCOUNT	3,047
-	NEW COMMITMENTS (JAIL)	192
-	NEW COMMITMENTS (ALTERNATIVE PROGRAMS)	1
Y	TOTAL NEW COMMITMENTS	193
-	NEW RELEASES (JAIL)	200
-	NEW RELEASES (ALTERNATIVE PROGRAMS)	0
-	TOTAL NEW RELEASES	200
-	ENDING HEADCOUNT (JAIL)	3,039
-	ENDING HEADCOUNT (ALTERNATIVE PROGRAMS)	1
-	TOTAL ENDING HEADCOUNT	3,040
OPTION _ 1 = SCREEN VIEW; 2 = PRINT REPORT; 3 = DOWNLOAD FILE		
(FOR OPTION "1", ALSO ENTER "Y" TO THE LEFT OF THE CATEGORY FOR VIEWING)		

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Overall Head Count For A Specific Period

- We recommend that a Headcount reconciliation be completed twice a month
- This would ensure that the data that will be pulled for the Tuesday Report twice a month is correct as well as prevent possible Audit Findings
- To view all inmates for a specific category, enter an option of ‘1’ and put a ‘Y’ to the left of the desired category
- To print a report of all details that support this screen, enter option ‘2’

- To create a download file of all details that support this screen, enter option '3'
- Jail head count is defined by the categories:
 - ✓ Local Responsible;
 - ✓ State Responsible;
 - ✓ Out of State Responsible;
 - ✓ Jail Contract Bed; Federal;
 - ✓ Ordinance and
 - ✓ Military reason confined
- Alternative Program head count is defined by the categories;
 - ✓ Alternative (HEM);
 - ✓ Alternative (Work Release) and
 - ✓ Non-payment (HEM)

Reconciliation Tools (Continued)

The purpose of **Option #1, Overall Head Count for a Specific Period by Inmate** is to provide you with a screen to break down of inmate flow for reconciling a specific period.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '1' - Overall Head Count For A Specific Period**
- **Select Option '1' - Overall Head Count For A Specific Period to review of Inmate Detail Activity**

REVIEW OF INMATE COMMITMENT ACTIVITY

LJII LOCAL INMATE DATA SYSTEM (LIDS) V.05131999
RECONCILIATION - HEADCOUNT BEGINNING HEADCOUNT (JAIL) = 92
JAIL 760 RICHMOND
STARTING DATE/TIME **05011998 000000** ENDING DATE/TIME **05011999 232359**

SSN	LAST/FIRST NAME	COMMIT DT/TM	RELEASE DT/TM	PS
222222222	PENDERGRASS TIM	1996-07-25-16.54.00		
223333333	SAUNDERS JAMES	1997-04-08-17.18.00		
223444444	TURNER BRUCE	1997-04-10-20.05.00		
224444444	WILLIAMS WAYNE	1997-07-05-18.45.00		
255555551	ALLEN ALICE	1997-07-28-20.00.00		
266666666	JOHNSON BILL	1997-10-02-22.00.00		
277777777	SPARROW JOE	1997-10-03-05.50.00		
288888888	HOVERMALE TOM	1997-10-14-22.47.00		
299999999	CAMPBELL RICHARD	1997-10-15-05.20.00		
333333333	WILLIAMS BILLY	1997-10-21-10.03.00		

OPTION _ N = NEXT SCREEN; P = PREVIOUS SCREEN

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Overall Head Count For A Specific Period (continued)

- To scroll to the next screen of inmates, enter option ‘N’.
- To scroll to the previous screen of inmates, enter option ‘P’.
- When the Jail head count is different from the LIDS head count we have provided tools to fix the difference(s).
 - ✓ Go to your jail management system and determine the total number of commitments that occurred since the last time you reconciled your Jail count or the released inmate activity.

- ✓ Then use the LIDS commitment list provided to agree LIDS commitment activity to your records.
See below for details:
 - To obtain a list, move the cursor to the left of the “TOTAL PERIOD COMMITMENTS” or the “TOTAL PERIOD RELEASES” line and enter a “Y”
 - Move the cursor to the bottom “VIEW OR PRINT OPTIONS” field and enter an “A”.
 - ⇒ The Total for the period are located in the top right corner of the screen.
 - ⇒ If the totals of LIDS and the Jail do not agree you should then check each inmate to determine which inmate was not recorded to LIDS.
 - ⇒ If you need a paper copy to work from option “B” or “D” should be selected.
 - ⇒ The procedures to obtain a report or download should then be followed to obtain the report.
- After review of the in question inmate file records, either LIDS or the local jail management system’s activity should be changed to reflect the correction information per their inmate file.
- If LIDS should be adjusted, the records technician should select the proper LIDS selection to correct the activity.
- After related inmate activity has been adjusted in either the Jail management system or LIDS, the adjusted totals should be used to determine if the calculated head counts match.
- When it is determined that there are no other differences between the Jail’s head count amount and LIDS, then select Option #2 - “Financial Count by Payment Category.”

Reconciliation Tools (Continued)

The purpose of **Option #2, Financial Count by Payment Category** is to provide you with a means to reconcile LIDS days by category in the same manner used to reconcile head count.

Navigational Path:

- **LIDS Main Menu - enter Option ‘8’ - Reconciliation Tools**
- **From Option ‘8’ - Reconciliation Tools, Select Option ‘2’ - Financial Count By Payment Category**

LCI2-1	LIDS - RECONCILIATION TOOLS	V.05181999
FINANCIAL COUNTY BY PAYMENT CATEGORY		
JAIL 760 RICHMOND	ENDING 12311996 DAYS 31	COUNT 2
	COUNT	*DAYS* *DOLLARS* *SELECT*
PAYMENTS (TOTAL DAYS) LOCAL----->	2 39 \$	312.00
PAYMENTS (TOTAL DAYS) STATE----->	0 0 \$	0.00 -
PAYMENTS (OUT OF STATE)----->	0 0 \$	0.00 -
PAYMENTS ALTERNATIVE (HEM)----->	0 0 \$	0.00 -
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	0 0 \$	0.00 -
PAYMENTS - STATE FELON DAYS----->	0 0 \$	0.00 -
PAYMENTS - JAIL CONTRACT BED----->	0 0 \$	0.00 -
NON-PAYMENT (FEDERAL)----->	0 0 \$	0.00 -
NON-PAYMENT (ORDINANCE)----->	0 0 \$	0.00 -
NON-PAYMENT (MILITARY)----->	0 0 \$	0.00 -
NON-PAYMENT (HEM)----->	0 0 \$	0.00 -
CONTRACT (OUT OF STATE)----->	0 0 \$	0.00 -
PRIVATE TRANSPORTS----->	0 0	-
RECOVERIES ----->		\$ 0.00
ADJUSTMENTS POSTED DURING THIS PERIOD->	\$	0.00
TOTAL----->	2 39 \$	312.00
MONTHLY ADP: 1 DOC RATED CAPACITY: 0		
SCREEN OPTION _ 1 = REVIEW DETAILS		

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Financial Count By Payment Category

- We recommend that a reconciliation be completed related to the LIDS days by category in the same manner used to complete the head count reconciliation
- First step:
 - ✓ Obtain a detailed listing of the activity that equals each Payment Category for the period selected
 - The range can be from; -- one day to one year.

- ✓ Obtain from LIDS, by inmate the detail of the category activity that equals the total for the period by using the view/print options provided at the bottom of the screen.
- Second step:
 - ✓ Obtain a local report similar to that supplied by LIDS should be used to agree the inmate name and the number of days incarcerated to those shown in LIDS.
 - When the days differ, the inmate file should be obtained.
- After review of the related inmate file records, either LIDS or the local jail management system's activity should be changed to reflect incarcerated time per their file.
- If LIDS should be adjusted, the records technician should select the proper LIDS selection to correct the activity.
- How to Review Detail
 - ✓ Tab to the far right column to the line that you would like to see.
 - ✓ Place a 'Y' in that column, then tab to the bottom of the screen
 - ✓ Enter '1' in the Options blank field. Then press the "Enter" key. (See next page to view screen)

Reconciliation Tools (Continued)

The purpose of **Option #2, Financial County by Payment Category to Inmate Detail** is to provide you with the records that support Option '2', Financial Count By Payment category.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' - Reconciliation Tools, Select Option '2' - Financial Count By Payment Category**
- **Option '2' - Financial Count By Payment Category to Inmate Detail**

LNII		LOCAL INMATE DATA SYSTEM (LIDS)		V.05131999	
RECONCILIATION - FINANCIAL					
JAIL 760		RICHMOND			
MONTH ENDING 12311996					
SSN	LAST/FIRST NAME		COMMIT DT/TM	RELEASE DT/TM	DAYS
229980207	PENDERGRASS JOSEPH		1996-02-25-16.54.00		
225139806	SAUNDERS JERMAINE		1996-04-08-17.18.00		
OPTION _ N = NEXT SCREEN; P = PREVIOUS SCREEN					

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Financial Count By Payment Category (continued)

- Utilized to balance your financial records prior to submitting your monthly LIDS submission to CB.
- To scroll to the next screen of inmates, enter option ‘N’.
- To scroll to the previous screen of inmates, enter option ‘P’
- If you have any questions, call Oliver Bradshaw, CB Senior Auditor at 804-786-0786 ext.-203.

Reconciliation Tools (Continued)

The purpose of **Option #3, Report of Out-Of-State Contract Prisoners** is to provide you with a list of out of state contract prisoners.

Navigational Path:

- **LIDS Main Menu - enter Option '8' - Reconciliation Tools**
- **From Option '8' – Reconciliation Tools, Select Option '3' – Report of Out-Of-State Contract Prisoners**
- **Option '3' – Report of Out-Of-State Contract Prisoners**

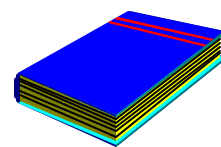
LPI3	LOCAL INMATE DATA SYSTEM (LIDS)	V1.1081199
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[illegible]

Reconciliation Tools (Continued)

HELPFUL HINTS – OPTION ‘8’, Reconciliation Tools, Report Of Out-Of-State Contract Prisoners

- Utilized to balance the Out-Of-State Contract Inmate Report which DOC pulls on the 15th of each month
- Ability to view out-of-state contract prisoners
- To scroll to the next jail, enter option 'J'



9. Expunge Offense

The purpose of Option #9, Expungement Tools is to provide you with a means to remove an offense record, per court order, from the Local Inmate Data System (LIDS).

Navigational Path:

- LIDS Main Menu - Enter Option '9', Expunge Offense

LIDS	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
MAIN MENU		
JAIL		
3. COMMITMENT MAINTENANCE		
4. FORMS MAINTENANCE		
5. INQUIRY		
6. REIMBURSEMENT MAINTENANCE		
8. RECONCILIATION TOOLS		
9. EXPUNGE OFFENSE		
X. EXIT LIDS		
GENERAL BROADCAST MESSAGES		
NO GENERAL BROADCAST MESSAGES		
OPTION 9		

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- The expungement process was implemented in LIDS on 11/28/1999
- An expungement order is ordered by a court order
- When an offense is expunged, no one should be allowed to view the offense or who committed the offense
- In other words, when an offense is expunged it is as if the offense never existed
- To un-expunge an offense you will need another court order
- The expungement process will be an option off the LIDS main menu.
- Only the certifier will have access to this option.
- When the certifier enters Option ‘9’ they will be taken to the Expungement Menu.

Expunge Offense (Continued)

The purpose of **Screen #1, Expunge Offense** is to provide you with a means the removal of an offense record from the Local Inmate Data System (LIDS).

Navigational Path:

- **LIDS Main Menu – Enter Option ‘9’ to Screen #1, Expunge Offense**

LEX1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
EXPUNGE OFFENSE		

SSN: <input type="text"/>	COMMIT DATE: <input type="text"/>	COMMIT TIME: <input type="text"/>
INDEX NUMBER: <input type="text"/>		
<p>1. EXPUNGE OFFENSE</p> <p>2. UN-SEAL EXPUNGED OFFENSE</p>		
OPTION <input type="text" value="1"/>		

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ Select Option ‘1’, Expunge Offense
 - ✓ Input in the inmate’s Social Security number
 - ✓ Input in the inmate’s Commitment Date
 - ✓ Input in the inmate’s Commitment Time
 - ✓ Press enter and Option ‘1’ will take you to the offense pick list if the offender has multiple offenses, where you will have the ability to select an offense to expunge, or directly to the offense detail screen if this is the offenders only offense.

Expunge Offense (Continued)

The purpose of **Screen #2, Offense Information** is to give you a means to select and expunge the proper offense as indicated in the Court Order.

Navigational Path:

- LIDS Main Menu – Enter Option ‘9’ – Expungement
- Expungement Menu – Enter Option ‘1’ – Expunge Offense
- From Screen #1, Expunge Offense to Screen #2, Offense Information

LRI2	LOCAL INMATE DATA SYSTEM (LIDS)	V.0811199
COUNT	OFFENSE PICK LIST INFORMATION	

SSN 228111111 SMITH, JOHN REASON CONFINED 10
 COMMIT DATE/TIME 10201999 10:51:00 RELEASE DATE/TIME 11101999 14:17:00

SELECT	OFFENSE	SEQUENCE	TYPE	OFFN.DATE	CRT. DATE	SENTENCE	COURT
<input checked="" type="checkbox"/>	TRE0107F6	0001	A	01011995			041
-	FED9990F9	0002	A	0101199			041
-	TRE0108M1	0003	M	10101999			041
-	NEW	0004					
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							

OPTION=> _ "X" PLACED NEXT TO OFFENSE WILL SELECT RECORD FOR UPDATE
 "N"=NEXT PAGE OF OFFENSES;"P"=PREVIOUS PAGE OF OFFENSES

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ The certifier will place an ‘X’ beside the desired offense
 - ✓ Enter and you will be taken to an offense detail screen where all information relating to the specific offense will be listed.

Expunge Offense (Continued)

The purpose of Screen #3, Update Offense Information is to provide you with a means to identify which offense is to be expunged

Navigational Path:

- **LIDS Main Menu – Enter Option ‘9’ – Expungement**
- **Expungement Menu – Enter Option ‘1’ – Expunge Offense**
- **From Screen #1, Expunge Offense to Screen #2, Offense Information**
- **From Screen #2, Offense Information to Screen #3, Update Offense Information**

LOU2 LOCAL INMATE DATA SYSTEM (LIDS) V.06041999
 1999-06-17 UPDATE OFFENSE INFORMATION
 JAIL 810 PRISONER ID _____ SSN 228111111 CCRE 690454
 PRISONER NAME: SMITH, JOHN, JR
 COMMIT DATE/TIME: 10201999 105100 RELEASE DATE/TIME: 11101999 141700

COURT ORDER DATE FOR EXPUNGEMENT: _____ **INDEX NUMBER:** _____

REASON CONFINED 10 PAYMENT STATUS LD
 OFFENSE CODE **TRE0107F6** OFFENSE TYPE A
 LARCENY
 OFFENSE DATE 04061997 OFFENSE SEQUENCE NUMBER 1

ARREST DATE _____ TIME _____
 ARRESTING OFFICER _____
 ASSISTING OFFICER _____

COURT JURISDICTION 810 COURT TYPE (JUV) _ DOCKET NUMBER _____
 SENTENCE DATE _____ OFFENSE AS SENTENCED _____ OFFENSE TYPE _

SENTENCE LENGTH: YEARS ____ MONTHS ____ DAYS ____ CONCURRENT SENTENCE _
 OFFENSE DISPOSITION _ DISPOSITION DATE _____
 NEXT N (N/P/U)

CLEAR SCREEN TO RETURN TO COMMITMENT MAINTENANCE MENU (LMN2)
 "N" = NEXT OFFENSE "P" = PREVIOUS OFFENSE "E" = EXPUNGE OFFENSE

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

- Expunge Offense:
 - ✓ The user must enter the date of the court order for the expungement and an index number that will be used to maintain this record. The user will then be prompted with a message stating ‘Are you sure you want to expunge this offense, press enter to continue’.
 - ✓ In addition to the court order date and the index number, LIDS will store the date of the expungement. If the offense to be expunged is the only offense attached to the confinement, then the inmate must be released prior to the expungement-taking place.
 - ✓ When an offense is expunged it will be deleted from the Offense Table and written to the Expunged Offense Table. If the confinement was a single offense confinement, the confinement record will be deleted from the Confinement Table and written to the Expunged

Confinement Table. If this was the only confinement for the inmate, the Prisoner and Alias records will also be deleted from their corresponding tables and written to their counterpart expungement tables. The financial record(s) attached with the confinement will remain in tact with no changes.

- ✓ There will be no direct path to the expungement tables. These tables cannot be queried against or accessed directly via LIDS.

Expunge Offense (Continued)

The purpose of **Option #2, Un-Seal Expunged Offense** is to provide you with a means to un-seal and expunged offense

Navigational Path:

- LIDS Main Menu – Enter Option ‘9’ – Expungement
- Expungement Menu – Enter Option ‘2’ – Un-seal Expunged Offense

LEX1	LOCAL INMATE DATA SYSTEM (LIDS)	V.05111999
EXPUNGEMENT		
SSN: _____	COMMIT DATE: _____	COMMIT TIME: _____
INDEX NUMBER: 		
1. EXPUNGE OFFENSE		
2. UN-SEAL EXPUNGED OFFENSE		
OPTION 2		
OFFENSE INFORMATION HAS BEEN MOVED INTO ACTIVE LIDS		

Expunge Offense (Continued)

HELPFUL HINTS – OPTION ‘9’, Expunge Offense

Expunge Offense:

- To re-open or remove an expungement order, the certifier will enter an Option of ‘2’ on the Expungement Menu along with the index number.
 - ✓ In order to un-seal an expunged offense you will need a Court Order
- The system will then move the necessary information (offense, confinement, prisoner and alias) from the expunged tables back over to the active LIDS.

- The record will then be deleted from the expunged tables and the certifier will receive a message on the Expungement Menu stating that the offense has been moved into active LIDS.

10. Reference Codes

Reference Codes

(Left Blank Intentionally)



Confinement Reasons

Back in July of 1999, confinement codes were restructured. This restructuring was due to the fact that LIDS captures all offenses committed by an offender. The system knows when an offender is Local Responsible (LR) or State Responsible (SR) based on the type of offense, disposition status, and/or sentencing information recorded for each offense.

Misdemeanor offenders or felony offenders or combination of misdemeanor and felony offenders are classified as Local Responsible (LD) Inmates IF:

- Arrested on a state warrant
- Awaiting trial or
- If the offender has a net sentence of less than 12 months/1 year (Offense Type A) OR
- If the offender has a net sentence of 2 years or less (Offense Type B)

Felony offenders or combination of misdemeanor and felony offenders are classified as State Responsible (SD) Inmates IF:

- Arrested on a state warrant
- If the offender has a net sentence of less than 12 months/1 year (Offense Type A) OR
- If the offender has a net sentence of 2 years or less (Offense Type B)

✓ **Confinement reason codes are used to show the status of an inmate confined in your facility.**

Adult Awaiting Trial

<u>Code</u>	<u>Translation</u>
10	Not serving time on other charges or convicted but not sentenced
11	Awaiting parole revocation hearing
12	Awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) Not serving time on other charges

Juvenile Awaiting Trial

<u>Code</u>	<u>Translation</u>
10	Juvenile certified as an adult - not serving time on other charges
11	Juvenile certified as an adult - awaiting parole revocation hearing
12	Juvenile certified as an adult - awaiting probation revocation hearing
13	Held as a material witness (Non-DOC) not serving time on other charges
16	Transferred removed or waived to Circuit Court. Section 16.1-249.D.
17	Charge with a felony or Class 1 misdemeanor delinquent act and detained for safety of child or community by judge or intake officer and awaiting transfer to juvenile facility. For period of 6 hours or less. Section 16.1-249.E
18	Identified as a threat and transferred from a juvenile facility by a judge or by a court order. Section 16.1-249.E
19	Identified as a threat and transferred from a juvenile facility by the custodian. Section 16.1-249.E1



Confinement Reasons (Continued)

Adult Sentenced - NO Additional Felony Charges Pending

<u>Code</u>	<u>Translation</u>
20	Serving Sentence

23	Awaiting Appeal
26	Work Release
29	Weekender/Non Consecutive Days
35	For court appearance to serve as a witness (DOC Inmate)
36	Held as a Material Witness (Non-DOC Inmate)
39	Juvenile Sentenced as an Adult
42	Awaiting Transfer to Boot Camp
48	Detention Center Incarceration Program
76	Diversion Center Incarceration Program

Adult Sentenced - HAS Additional Felony Charges Pending

50	Serving Sentence - Pending Felony Charges
53	Awaiting Appeal - Pending Felony Charges
56	Work Release - Pending Felony Charges
59	Weekender/Non-Consecutive Days - Pending Felony Charges
62	For court appearance (DOC Inmate) - Has other charges pending.
63	Juvenile Sentenced as an Adult - Pending Felony Charges
87	Detention Center Incarceration Program - Pending Felony Charges
89	Diversion Center Incarceration Program - Pending Felony Charges

Adult Sentenced - Miscellaneous

70	Held by Agreement at request of local authority, (SR Inmate, Jail Cadre i.e. Cook)
71	Escapee from Virginia Department of Corrections
72	Fines and Fees (No Sentence)
73	Held for Federal Authority/District of Columbia (Non-Payable- Non State Warrant)
74	Held for Out of State Authority (Payable, Held on State Warrant)
75	Held for Military Authority (Non-Payable)
78	Held for Out of State <u>Contracted Inmates</u> (Non-Payable)
79	Held for Out of State Holds and/or <u>Overnight Transports</u> (Non-Payable)
80	Home Electronic Monitoring Alternative Program (Sentenced LR Inmate – Payable and SR Inmate - Non-Payable)
85	Supervised Work Program Alternative Program (Sentenced LR Inmate – Payable and SR Inmate - Non-Payable)



Release Reasons

Release Reasons

- ✓ Release Reason Codes are used to explain why an inmate was released from your facility.

<u>Code</u>	<u>Translation</u>
-------------	--------------------

10	To Probation
----	--------------

16	Time Served
18	Released by Court Order
19	To Bond
20	Not Guilty/Innocent
21	Charges Dismissed
22*	Under Advisement
25	To Furlough
30	To Serve Sentence Department of Juvenile Justice
32	To Parole
33	To Serve Sentence Department of Corrections
34	Sentence - Remainder Suspended
35	To other jail
36	To state hospital
37	To local juvenile facility
38	Fine and cost paid
39	Sentence Served
40	Serving Sentence - Weekends and Non-consecutive days
41	Serving Sentence - Work Release
42	To Comprehensive Community Corrections Act Program
43	To detention center incarceration program
44	To diversion center incarceration program
45	To Emergency Medical and/or Hospital
47	Diverted to supervised work experience program
48	To treatment facility
49	To pre-trial services program
50	Escaped
51	To federal authority
52	To out of state authority
53	To military authority
55	Diverted to electronic surveillance program
56	To boot camp
57	To pre-release program
58	To day reporting program
59	Released from alternative program
60	Died of natural causes
62	Died of unnatural causes
70	Released - Above reasons not applicable

*NEW 07/01/2000



Type of Offense

Type of Offense

✓ Type of offense is used to show if the offense is a state or local charge.

Enter one of the following codes:

A - Felony offense committed on or after 01/01/95

- B** - Felony offense committed before 01/01/95
- M** - Misdemeanor offenses
- O** - Local Ordinance Violation

Use the following Offense Type when:

- ‘A’** = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed on or after January 1, 1995. Reimbursement for total days is \$8 per day. Reimbursement for state days is \$6 per day in accordance with Section 53.1-20.1, Code of Virginia.
- ‘B’** = Use when an offender is arrested on a State Warrant (Green Warrant) and the felony offense was committed before January 1, 1995. Reimbursement for total days is \$8 per day. Reimbursement for state days is \$6 per day in accordance with Section 53.1-20.1, Code of Virginia
- ‘M’** = Use when an offender is arrested on a State Warrant (Gold Warrant) and the offense committed was a misdemeanor. Reimbursement for total days is \$8 per day.
- ‘O’** = Use when the offender is arrested on a Local Warrant (Pink Warrant) and or City/County Ordinance. Reimbursement for total days is \$0.



Sentenced Codes

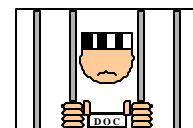
Sentenced Codes

- ✓ Sentenced codes are used to show a sentence length in the years field when an inmate is sentenced to any of the below reasons.

<u>Code</u>	<u>Translation</u>
-------------	--------------------

600	One Life Sentence
-----	-------------------

700	Indeterminate- Youthful Offender
800	Two Or More Life Sentence
900	Death Sentence



DOC Compliance Status Codes

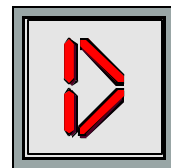
DOC Compliance Status Codes

- ✓ DOC Compliance Status Codes are entered on the confine information screen.

<u>Code</u>	<u>Translation</u>
-------------	--------------------

ATJ	Assigned to Jail
-----	------------------

RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Contract Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant



Disposition Codes

Type of Disposition Codes

- ✓ Disposition Codes may be used to satisfy one or multiple offenses

<u>Code</u>	<u>Description</u>	<u>Sentenced</u>
AM	Amended	Yes

AP	Appealed	Yes
AR	Awaiting Parole Revocation	Yes
AS	Awaiting Probation / Show cause Revocation	Yes
BC	Boot Camp	Yes
BO	Bond	No
CC	Community Corrections	Yes
CE	Certified	No
CD	Charges Dismissed	No
CO	Continued Gen.	No
CR**	Court Order Release	Yes
CU**	Court Order Release	No
DN	Detention Center	Yes
DT	Deferred Treatment	Yes
DV	Diversion Center	Yes
FI	Fined	Yes
GU	Guilty	Yes
IS	Imposition Sentence	Yes
NC	Null Code	No
NP	Nolle Prosequi	No
NG	Not Guilty	No
PA	Paroled	Yes
PB	Plea Bargain	No
PD	Parole Dismissed	No
PR	Probation Dismissed	No
PS	Pre-Sentenced	Yes
RE	Recognized	No
SE	State Sentence	Yes
SS	Suspended Sentence	Yes
TH	Temporary Hold Only	No
TS	Time Served	Yes
UA*	Under Advisement	Yes

* NEW 07/01/2000

** NEW 03/01/2000



Payment Status Codes

Payment Status Codes

- ✓ Payment Status Codes are calculated by LIDS based on an inmate's reason confine, type of offense, and sentencing information.

<u>Code</u>	<u>Translation</u>
CB	Jail Contract Bed Inmates
CI	Contract Inmates - Out of State Inmates
CW	Jail Contract Work Release Inmates

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

FD	Felon Days - Bonus Start Date Passed
FE	Held for Federal
FO	Held for Other State - State Warrant
HA	Jail Cadre - By Agreement or Request
LD	Local Responsible Inmate
MI	Held for Military
NH	Electronic Monitoring/Supervised Work Release Inmate
OR	Ordinance Violation Only
OT	Transients - Overnight Transports
SD	State Responsible



Race Codes

Race Codes

- ✓ Race codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
A	Asian
B	Black
C	Chinese

H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown



Sex Codes

Sex Codes

- ✓ Sex codes are used to physically describe an inmate confined to your facility.

Code Translation

F	Female
M	Male



Hair Color Codes

Hair Color Codes

- ✓ Hair Color codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
BAL	Bald
BLK	Black
BLN	Blond or Strawberry

BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown



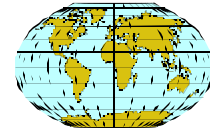
Eye Color Codes

FBI Eye Color Codes

- ✓ Eye Color codes are used to physically describe an inmate confined to your facility.

<u>Code</u>	<u>Translation</u>
BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray

GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown

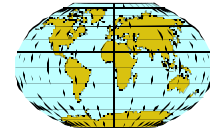


Country Codes

FBI Country Codes

✓ Country codes are used to describe an inmate's country of birth and country of citizenship.

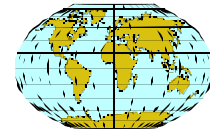
<u>Code</u>	<u>Translation</u>		
AF	Afghanistan	CD	Canada
AC	Africa	ZI	Canary Islands
AA	Albania	CV	Cape Verde Islands
AN	Algeria	CP	Cayman Islands
AD	Andorra	CW	Central African Republic
AO	Angola	CY	Ceylon/Sri Lanka
AE	Anguilla	CF	Chad
AY	Antarctica	CN	China - For Reference Only
AI	Antifua/Barbuda	RC	China/Peoples Republic Of China
AT	Argentina	DB	Clipperton Island
AP	Armenia	FA	Colony Of The Falkland Islands
AJ	Aruba	CX	Congo
AU	Austria	DI	Cook Islands
AS	Australia	IY	Cote Divoire (Ivory Coast)
AV	Azerbaijan	KC	Croatia
AQ	Azores Islands	EZ	Czech Republic
BE	Bahrain/Bahreïn	DH	Dahjomey/Benin
GF	Bailiwick Of Guernsey	GP	Department Of Guadeloupe
JE	Bailiwick OF JERSEY	RE	Department Of Reunion
BW	Balearic Islands	BM	Dependent Territory Of Bermuda
BL	Bangladesh	DM	Dominica
BB	Barbados	DR	Dominican Republic
BF	Bassas Ds India	EM	East Germany/German Democratic Rep.
BG	Belgium	EU	Ecuador
BH	Belize	EY	Egypt/United. Arab Republic
BN	Bhutan	EL	El Salvador
BV	Bolivia	EN	England
NX	Bonaire/Netherlands Antilles/Curacao	EK	Equatorial Guinea
BP	Bosnia And Herzegovina	ES	Estonia
BT	Botswana	EO	Ethiopia
BQ	Bouvet Island	ER	Europa Island
BZ	Brazil	FO	Faroe Islands
BO	British Indian Ocean Territory	DG	Federal Islamic Republic Of Comoros
BS	British Solomon Islands/Solomon Islands	WG	Federal Rep. Of West Germany/W. Germany
VB	British Virgin Islands	RG	Gibraltar
BX	Brunei	GL	Gilbert/Ellis Islands/Kiribati
BU	Bulgaria	GO	Glorioso Islands
BR	Burma	GC	Greece
BI	Burundi	GN	Greenland
BY	Byelarus	GJ	Grenada
CJ	Cambodia/Khmer Rep/Kampuchea	GT	Guatemala
CM	Cameroon	GI	Guinea
		GY	Guyana



Country Codes (Continued)

FBI Country Codes

<u>Code</u>	<u>Translation</u>		
HT	Haiti	ZB	Martinique
HD	Honduras	MU	Mauritania
HK	Hong Kong	UM	Mauritius
HU	Hungary	YO	Mayotte
IC	Iceland	IM	Medeira Islands
II	India	MM	Mexico
IO	Indonesia/Portuguese Timor	LD	Moldova
IR	Iran	MJ	Monaco
IQ	Iraq	MG	Mongolia
IE	Ireland	RR	Montserrat
IB	Isle Of Man	MQ	Morocco
IS	Israel	ZO	Mozambique
IT	Italy/Sardinia/Sicily	SJ	Namibia/South-West Africa
JM	Jamaica	NR	Nauru
JN	Jan Mayen	NP	Nepal
JA	Japan	NE	Netherlands/Holland
JO	Jordon	NQ	New Caledonia
JU	Juan De Nova Island	NO	New Guinea/Papua New Guinea
KT	Kazakhstan	NZ	New Zealand
KE	Kenya	NU	Nicaragua
DK	Kingdom Of Denmark	VN	North Vietnam
KB	Kiribati/Gilbert Islands	NI	Northern Ireland
KR	Korea	NW	Norway
KU	Kuwait	YY	Not Listed
KZ	Kyrgyzstan	I	Okinawa
LS	Laos	M	Oman
LT	Latvia	PK	Pakistan
LN	Lebanon	PV	Paraguay
LE	Lesotho	ST	Peoples Democratic Republic Of Yemen
LB	Liberia	PU	Peru
LY	Libya	PI	Philippines
LI	Liechtenstein	PC	Pitcairn, Henderson, Ducie, Oeno Islands
LH	Lithuania	PO	Poland
LX	Luxembourg	PT	Portugal
OC	Macao/Macau	PG	Portuguese Guinea/Guinea-Bissau
MP	Madagascar/Malagasy Republic	TI	Portuguese Timor
MF	Malawi	QA	Qatar
MZ	Malaysia	CQ	Republic Of Chile
MV	Maldives	CB	Republic Of Columbia
ML	Mali	RB	Republic Of Congo, Brazzaville
MY	Malta	CR	Republic Of Costa Rica
KH	Manahiki Island	CC	Republic Of Cuba



Country Codes (Continued)

FBI Country Codes

<u>Code</u>	<u>Translation</u>		
CS	Republic Of Cyprus	SW	Swaziland
DN	Republic Of Djibouti	SQ	Sweden
PD	Republic Of Palau	SZ	Switzerland
UZ	Republic Of Uzbekistan	SY	Syria
HN	Republic Of Vanuatu	TW	Taiwan, Republic Of China
VZ	Republic Of Venezuela	TJ	Tajikistan
RY	Republic Of Yemen	DD	Territory Of Cocos (Keeling) Islands
ZR	Republic Of Zaire/Kinshasa	DJ	Territory Of Coral Sea Islands
ZM	Republic Of Zambia	FP	Territory Of French Polynesia
RH	Rhodesia/Republic Of Zimbabwe	OF	Territory Of Norfolk Island
RU	Romania/Rumania	WF	Territory Of Wallis And Futuna
RA	Russia	TH	Thailand
SX	Russia/Soviet Union/USSR	BD	The Bahamas
RF	Russian Federation	GK	The Gambia
RW	Rwanda	TO	Togo
HS	Saint Helena	TK	Tokelau
LU	Saint Lucia	TG	Tonga
SH	San Marino	ZC	Surinam
TP	Sao Tome & Principe	TQ	Tongareva
SB	Saudi Arabia	TT	Trinidad And Tabago
SS	Scotland	TM	Tromelin Island
SG	Senegal	TC	Trucial States/United Arab Emirates
SE	Seychelles	TF	Tuamotu Archipelago
SA	Sierra Leone	TU	Tunisia
SK	Sikkim	TY	Turkey
SR	Singapore	UR	Turkmenistan
LF	Slovakia	TR	Turks And Calcos Islands
LO	Slovenia	TV	Tuvalu/Ellice Islands
RV	Socialist Republic Of Vietnam	TZ	United Republic Of Tanzania
SM	Somolia	UA	United Arab Republic/Egypt
SF	South Africa	UG	Uganda
GS	South Georgia & South Sandwich Islands	UK	Ukraine
KO	South Korea	US	United States Of America
VS	South Vietnam	XX	Unknown
SP	Spain	UV	Upper Volta/Burkina Faso/Burkina
RS	Spanish Sahara/Western Sahara	UY	Uruguay
TS	St. Christopher/St. Kitts And Nevis	VY	Vatican City
AW	St. Kitts-Nevis-Anguilla	VM	Vietnam
PS	St. Pierre And Miquelon	WL	Wales
VV	St. Vincent & Grenadines	WN	West Indies
SU	Sudan	WS	Western Samoa
SV	Svalbard	YE	Yemen Arab Republic
		YG	Yugoslavia



FIPS Codes

FIPS Codes

Code Translation

<u>COUNTY CODES</u>		<u>COUNTY CODES</u>	
001	Accomack	085	Hanover
003	Albemarle	087	Henrico
005	Allegheny	089	Henry
007	Amelia	091	Highland
009	Amherst	093	Isle of Wight
011	Appomattox	095	James City
013	Arlington	097	King & Queen
015	Augusta	099	King George
017	Bath	101	King William
019	Bedford	103	Lancaster
021	Bland	105	Lee
023	Botetourt	107	Loudoun
025	Brunswick	109	Louisa
027	Buchanan	111	Lunenburg
029	Buckingham	113	Madison
031	Campbell	115	Mathews
033	Caroline	117	Mecklenburg
035	Carroll	119	Middlesex
036	Charles City	121	Montgomery
037	Charlotte	123	Nasemond
041	Chesterfield	125	Nelson
043	Clarke	127	New Kent
045	Craig	131	Northampton
047	Culpeper	133	Northumberland
049	Cumberland	135	Nottoway
051	Dickenson	137	Orange
053	Dinwiddie	139	Page
057	Essex	141	Patrick
059	Fairfax	143	Pittsylvania
061	Fauquier	145	Powhatan
063	Floyd	147	Prince Edward
065	Fluvanna	149	Prince George
067	Franklin	153	Prince William
069	Frederick	155	Pulaski
071	Giles	157	Rappahannock
073	Gloucester	159	Richmond
075	Goochland	161	Roanoke
077	Grayson	163	Rockbridge
079	Green	165	Rockingham
081	Greensville	167	Russell
083	Halifax	169	Scott



FIPS Codes

Code Translation

COUNTY CODES (continued)

171	Shenandoah
173	Smyth
175	Southampton
177	Spottsylvania
179	Stafford
181	Surry
183	Sussex
185	Tazewell
187	Warren
191	Washington
193	Westmoreland
195	Wise
199	York

CITY CODES (continued)

760	Richmond (City)
764	Richmond (Manchester)
770	Roanoke (City)
775	Salem
780	South Boston
790	Staunton
800	Suffolk
810	Virginia Beach
820	Waynesboro
830	Williamsburg
840	Winchester

CITY CODES

510	Alexandria
515	Bedford
520	Bristol
530	Buena Vista
540	Charlottesville
550	Chesapeake
560	Clifton Forge
570	Colonial Heights
580	Covington
590	Danville
595	Emporia
600	Fairfax
610	Falls Church
620	Franklin
630	Fredericksburg
640	Galax
650	Hampton
660	Harrisonburg
670	Hopewell
678	Lexington
680	Lynchburg
690	Martinsville
700	Newport News
710	Norfolk
720	Norton
730	Petersburg
735	Poquoson
740	Portsmouth
750	Radford



FIPS Codes

Code Translation

JAIL FARM CODES

220 Danville City Jail Farm
250 Newport News City Jail Farm

REGIONAL CODES

003 Albemarle/Charlottesville Regional (open 10/74)
069 Clarke/Frederick/Winchester Regional (open 3/91)
119 Middle Peninsula Regional (open 4/75)
135 Piedmont Regional (open 5/88)

137 Central Virginia Regional (open 9/90)
153 Prince William Manassas Regional (open 4/82)
163 Rockbridge Regional (open 7/88)
165 Rockingham/Harrisonburg Regional
193 Northern Neck Regional (open 6/95)

460 Pamunkey Regional (open 3/98)
465 Riverside Regional (open 8/97)

470 Virginia Peninsula Regional (open 6/97)
475 Hampton Roads Regional (open 3/98)
480 New River Valley Regional (open 5/99)
485 Blue Ridge Regional (open 7/98)
490 Peumansend Creek Regional (open 8/99)

491 Southside Regional (open 12/98)
620 Western Tidewater Regional (open 10/92)
630 Rappahannock Regional (open 7/69)

Serving

Albemarle, Charlottesville, Nelson
Clarke, Fauquier, Frederick, Winchester
Essex, King & Queen, King William, Mathews, Middlesex
Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, Prince Edward
Fluvana, Greene, Louisa, Madison, Orange
Prince William, Manassas, Manassas Park
Rockbridge, Buena Vista, Lexington
Rockingham, Harrisonburg
Richmond Co., Westmoreland, Town of Warsaw

Town of Ashland, Caroline, Hanover
Charles City, Chesterfield, Colonial Heights, Hopewell, Petersburg, Prince George, Surry
James City, Poquoson, Williamsburg, York
Hampton, Newport News, Norfolk, Portsmouth

Bedford, Campbell, Halifax, Lynchburg
Alexandria, Arlington, Caroline, Loudoun, Prince William, Richmond City
Emporia, Greenville
Franklin City, Isle of Wright, Suffolk
Fredericksburg, King George, Spotsylvania, Stafford

OTHER CODES

*881 US Marshall
*882 Federal Bureau of Prisons (detention)
*883 Federal Bureau of Prisons (work release)
*884 INS
*885 ATF
*886 FBI
*887 DEA
*888 unspecified
999 Military

***NEW July 1, 2000**



Offense Codes

VCC Offense Codes

In July of 1999, localities were notified of the 'Phase-In' implementation of VCC offense codes. The VCC offense code implementation was mandated by law (Item 77, Paragraph K of the Appropriations Act). The use of VCC offense codes will provide more useful information to those individuals using LIDS to assist in jail forecasting.

Phase I, II, and III of the VCC implementation has been completed. As a part of Phase III, localities were instructed to update the correct VCC offense code for ALL inmates confined in jail as of 01/01/2000. Any confinement from 01/01/2000 to the present with a NCIC code will become an error in your report.

To assist in updating these offenses, localities will be able to request a report from Forms Maintenance (Option '4' of the Main Menu) that will list those inmates that do not have a VCC offense code.

SPECIAL VCC CODES FOR LIDS USERS

Because the VCC codes are based on the state statutes, several special categories have been established specifically for LIDS use. These categories were established so that LIDS users could enter offenses which are not state statute violations, this also enables other agencies to identify these offenses as not being state statute offenses. These special categories are as follows:

ORDINANCE VIOLATIONS – These codes start with the offense category of ORD and end with a seriousness index of S9. Ordinance codes can ONLY be used with an offense type of 'O'.

OTHER STATE OFFENSES – PRI9912S9 for out of state felonies or PRI9911S9 for out of state misdemeanors. PRI9903S9 for contract out of state felonies or PRI9904S9 for contract out of state misdemeanors. PRI9901S9 for private overnight transport out of state felonies or PRI9902S9 for private overnight transport out of state misdemeanors.

FEDERAL OFFENSES – Held on BOTH state and federal charges use FED9990F9 for federal felonies or FED9991M9 for federal misdemeanors. Held on federal charges ONLY PRI9905S9 for felonies or PRI9906S9 for misdemeanors.

MILITARY OFFENSES – PRI9907S9 for military felonies or PRI9908S9 for military misdemeanors.



VCC Offense Codes (Continued)

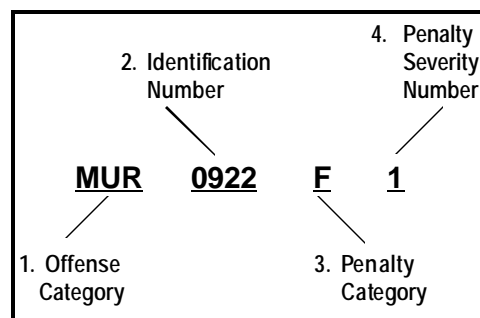
VCC Offense Codes

VCC Instructions

The Virginia Crime Code (VCC) presented herein represents an offense identification system based on the Code of Virginia. Codes have been developed and assigned to most crimes defined in the Code of Virginia. These codes are used when deciding which sentencing guidelines work sheet to complete and for determining statutory seriousness levels.

- **Code Components**

VCC codes are comprised of a combination of nine letters and numbers (e.g., MUR-0922-F1). The first three letters of each VCC represent an abbreviation of the broad *offense category* under which the crime falls. Thus, the prefix "BUR" is used for all burglary offenses; "ARS" for all arson offenses; "ASL" for all assault offenses, and so forth. The next four digits are an *identification number* unique to each crime. The next letter of the VCC represents the *penalty category*. The last digit of the VCC represents the *penalty severity number*. The last two positions (combined known as the *seriousness index*) of the VCC are based on the statutory maximum penalty for the crime.



- **The Seriousness Index**

The first digit of the seriousness index (digit 8 of the VCC) takes on the following meanings:

- A = Attempt (*Felonies Only*)
- C = Conspiracy (*Felonies Only*)
- F = Felony Offense
- I = Traffic Infraction
- J = Juvenile
- L = Life Without Parole (§19.2-297.1)
- M = Misdemeanor Offense
- S = Special Penalty Structure



VCC Offense Codes (Continued)

VCC Offense Codes

The second position of the offense seriousness index (position 9 of VCC) is described in the chart below.

POSITION 9	CLASS	FELONY	MISDEMEANOR
1 =	One	life/death	up to 12 months
2 =	Two	20 years to life	up to 6 months
3 =	Three	5 years to 20 years	fine only
4 =	Four	2 years to 10 years	fine only
5 =	Five	1 year to 10 years	
6 =	Six	1 year to 5 years	
9 =	Special	penalty varies	penalty varies

Thus, when the letter "F" is paired with the number "2" (F2) the interpretation is that the offense is a class two felony with a statutory maximum penalty of life; "M3" would represent a class three misdemeanor with a maximum penalty of a fine only.

- **Selecting the Proper VCC Code**

A VCC code is assigned to each separate offense in a sentencing event. In many instances, there is one VCC code per section in the Code of Virginia. For example, MUR-0944-F5 is the only VCC code for voluntary manslaughter (§18.2-35).

In other instances, the Code of Virginia specifies different penalty structures depending on the elements of the offense. For example, §18.2-89 specifies a penalty of 5 to 20 years for common law burglary. However, if a deadly weapon was used and the offender is charged with using a deadly weapon, the penalty range becomes 20 years to life. In this case, the VCC code BUR-2221-F3 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- without a deadly weapon" and the code BUR-2222-F2 is applied to the "burglary of a dwelling at night with the intent to commit larceny/felony -- with a deadly weapon."

In other instances, such as the offense group of robbery, the Code of Virginia specifies one penalty range. However, one of several VCC codes can be applied to this offense. For example, ROB-1214-F9 is the proper VCC for an unarmed robbery on a street. In these instances, particular attention should be given to the facts of the case to ensure proper selection of the VCC code. Proper selection of the VCC code will help ensure that the correct number of points are assigned on the sentencing guidelines work sheets.

- **Attempts and Conspiracies**

The letters "A" (Attempt) and "C" (Conspiracy) are penalty modifiers and can be used in place of the "F" (Felony) designation when appropriate. There are no specific VCC codes for Code of Virginia §18.2-22, §18.2-23 (Conspiracy) and §18.2-25, §18.2-26, and §18.2-27 (Attempts). Rather than utilize a code referring to the generic conspiracy or attempt statutes, the VCC code designates an attempt or conspiracy by utilizing the proper VCC code for the offense if it were a completed act and replacing the "F" with an "A" or a "C." For example, the offense "malicious bodily injury to a law enforcement officer" has a VCC of ASL-1326-F3, which would change to ASL-1326-A3 for an attempt, or ASL-1326-C3 for a conspiracy to commit this specific crime. Please note that these penalty modifiers only apply to felony offenses.



VCC Offense Codes (Continued)

VCC Offense Codes

Attempts and conspiracies to commit misdemeanors do not result in any change in statutory penalty structure. For example, an attempt or conspiracy to commit a simple assault would be reflected in a VCC of ASL-1313-M1, which is also the same code used to indicate the actual commission of this misdemeanor crime. Thus, attempts and conspiracies to commit a misdemeanor retain the use of the letter "M" in the eighth position of the VCC.

- **Special Penalty Structures**

The "S" designation in the eighth position of the VCC indicates that the crime carries a special penalty structure that does not fall within the fixed parameters of class 1 through 6 felonies and class 1 through 4 misdemeanors. The number "9" placed in the ninth position of the VCC is often paired with an "S" designation since it too refers to a special penalty structure.

Occasionally, an offense code will contain a seriousness index (VCC positions 8,9) value of "F9" or "M9." "F9" indicates the crime is a designated felony with a special penalty structure, while "M9" designates a misdemeanor crime with a special penalty structure.

- **"Three Strikes"**

The letter "L" is also a penalty modifier and should be used in place of the "F" when a defendant is convicted under §19.2-297.1. For example, the offense "carjacking" has a VCC of ROB-1225-F9, which would change to ROB-1225-L9 for a conviction under the "three strikes, you're out" statute.

- **Ordinance (Non-payment)**

Due to the magnitude of the variation within each locality's ordinance codes, VCC codes for ordinance violations have been grouped into general categories. The majority of your ordinance violations should fall under these categories. If you do not see a VCC code that does not *generally* fit into any of the ordinance categories, please submit a suggestive VCC Request Form to the Compensation Board. All request are then forwarded to the Virginia Sentencing Commission for approval.

- **Establishing VCC Codes**

If you are unable to find a VCC code that corresponds to a Virginia conviction, please contact Ms. Angie M. Francis by phone (804-786-0786 ext. 220) or email (afrancis@scb.state.va.us). Attached is the Suggested Virginia Crime Code form that must be filled out and returned with any request. Staff of the Commission will establish a code for the crime as needed.

VIRGINIA CRIME CODE (VCC) FORM

TO: Ms. Angie M. Francis, Compensation Board

FROM: _____

LOCALITY: _____

PHONE #: ()

DATE: _____

If you have an arrest or conviction for a crime that does not already have a VCC Code, fill out the following information:

Virginia Code Section (§):

[illegible]

VCC:

--	--	--	--	--	--	--	--	--

Penalty:

[illegible]

Header:

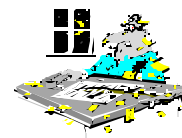
[illegible]

Sub Heading:

[illegible]

Description:

[illegible]



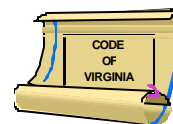
LIDS – Manual Inmate Booking Sheet

SSN#: _____	DOB: _____
LAST NAME: _____	FIRST: _____ MID INT: _____
ALIAS (If Applicable): _____	
RACE: _____ SEX: _____ HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____	

COMMITMENT DATE: _____		COMMITMENT TIME: _____ (Circle One) AM / PM	
REASON CONFINED CODE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE CODE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE DATE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE TYPE: (A/B/M/O): 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
HOUSING STATUS: 1) _____		FACILITY LOCATION: 1) _____	
CURRENT LOCATION: 1) _____			

COURT JURISDICTION CODE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
COURT TYPE (Juv. Only): _____			
SENTENCE DATE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE AS SENTENCED: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE TYPE AS SENTENCED: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
SENTENCE LENGTH: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
CONCURRENT: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
OFFENSE DISPOSITION: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			
DISPOSITION DATE: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____			

TRANSFERED TO: (Jail/Locality Name) _____ (FIPS Code) _____	
REASON RELEASED: _____	RELEASE DATE: _____ RELEASE TIME: _____
COMMENTS (Optional): _____	



Reimbursement Rate Codes

Reimbursement Rates - Code of Virginia & Appropriations Act

CODE OF VIRGINIA

- ◆ §53.1-121: The Sheriff and chief jailer must certify their monthly LIDS report by the tenth business day of every month.
- ◆ §53.1-115.1: The Superintendents of regional jails and regional jail-farms must certify their monthly LIDS report by the tenth business day of every month.

****See Attachment #1 & #2**

VIRGINIA ACTS OF ASSEMBLY – APPROPRIATIONS ACT – ITEM #70

- ◆ **Paragraph K:** Any local or regional jail regardless of online or batch must comply with the following:
 1. report inmate populations through LIDS no less frequently than weekly
 2. use the Virginia Crime Codes (VCC) for describing offenses for a person arrested and/or detained in Virginia

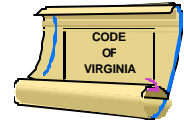
****See Attachment #3**

VIRGINIA ACTS OF ASSEMBLY – APPROPRIATIONS ACT – ITEM #77

- ◆ **Paragraph D:** The following amount shall be paid to localities for the cost of maintaining prisoners arrested on state warrants in local facilities OR for prisoners in an alternative to incarceration program (See **Paragraph E** for further explanation of alternative program):
 1. \$8.00 per prisoner day
 2. an additional \$14.00 per prisoner day for jail-farms
- ◆ **Paragraph F & G:** The following amount shall be paid to localities for the cost of maintaining any felon sentenced to the Department of Corrections held in local correctional facilities.
 1. \$6.00 per prisoner day
- ◆ **Paragraph H:** Payments specified in paragraph F & G will not be made for a convicted felon who has additional pending felony charges, until those charges have been adjudicated.
- ◆ **Paragraph J:** The Compensation Board shall recover a certain amount of funding for jail personnel cost in those facilities holding Federal inmates. LIDS will compute the federal share by calculating a daily percentage of federal population to the total population and apply that percentage to one half of the daily budgeted salaries and benefits of jail personnel funded by the Commonwealth. The same cost recovery methodology is applied for jails, which hold inmates from another state on a contractual basis.
- ◆ **Paragraph K:** The Compensation Board will reimburse an additional \$14.00 for inmates placed in a Jail Contract Bed (JCB) program. The Department of Corrections (DOC) is responsible for notifying the Compensation Board of each facility's JCB number and for placing individual inmates in the contract program.

**** See Attachment #4**

Other Attachments include: §53.1-20, §53.1-20.1, §53.1-83.1, §53.1-84, §53.1-85



Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia & Appropriations Act

****Attachment #1 -**

☐ § 53.1-121: Sheriffs to make monthly reports to Compensation Board; failure to send report

The sheriff shall report on the first day of each month to the Compensation Board, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Compensation Board, stating whether the offense is for violation of state law or of city or town ordinance.

If any sheriff fails to send such report within ten business days after the date when the report should be forwarded, the Compensation Board shall notify the sheriff of such failure. If the sheriff fails to make the report within ten days from that date, then the Compensation Board shall cause the report to be prepared from the books of the sheriff and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the sheriff by the Commonwealth.

The report shall be signed by both the chief jailer and the sheriff who shall certify the accuracy of the report. Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

****Attachment #2 -**

☐ § 53.1-115.1: Superintendents of regional jails and regional jail-farms to make monthly reports to Director

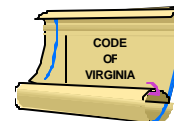
The superintendent of every regional jail and every regional jail-farm shall report on the first day of each month to the Director, giving the record of each prisoner received during the preceding month on blank forms to be furnished by the Director, stating whether the offense for each prisoner is for violation of state law or of city or town ordinance. The report shall be signed by both the superintendent and chairman of the regional jail-farm board. Either signer found guilty of willfully falsifying the information contained in such report shall be guilty of a Class 1 misdemeanor.

If any superintendent fails to send such report within five days after the date when the report should be forwarded, the Director shall notify the superintendent of such failure. If the superintendent fails to make the report within ten days from that date, then the Director shall cause the report to be prepared from the books of the superintendent and shall certify the cost thereof to the Comptroller. The Comptroller shall issue his warrant on the Treasurer for that amount, deducting the same from any funds that may be due the superintendent by the Commonwealth.

****Attachment #3 -**

☐ Item 70 – K: Virginia Acts of Assembly

K. Any local or regional jail that receives funding from the Compensation Board shall report inmate populations to the Compensation Board, through the local inmate data system, no less frequently than weekly. *Each local or regional jail that receives funding from the Compensation Board shall use the Virginia Crime Codes (VCC) in identifying and describing offenses for persons arrested and/or detained in local and regional jails in Virginia.*



Reimbursement Rate Codes (Continued)

Reimbursement Rates - Appropriations Act

**Attachment #4 -

☐ Item 77: Virginia Acts of Assembly

Financial Assistance for Confinement in Local Facilities (35600)	44,014,821	47,147,624
	48,476,150	48,518,699
Financial Assistance for Adult Confinement in Local Facilities (35601)	44,014,821	47,147,624
	48,476,150	48,518,699
Fund Sources: General	44,014,821	47,147,624
	48,476,150	48,518,699

Authority: §§[53.1-83.1](#), 53.1-84 and 53.1-85, Code of Virginia.

A. In the event the appropriation in this Item proves to be insufficient to fund all of its provisions, any amount remaining as of June 1, 1999, and June 1, 2000, may be reallocated among localities on a pro rata basis according to such deficiency.

B. The individual or entity responsible for operating any facility which receives funds from this Item may, if requested by the Department of Corrections, enter into an agreement with the Department to accept the transfer of convicted felons, specified in paragraph F or G of this Item, from other local facilities. In entering into any such agreements, or in effecting the transfer of offenders, the Department of Corrections shall consider the security requirements of transferred offenders and the capability of the local facility to maintain such offenders. For purposes of calculating the amount due each locality, all funds earned by the locality as a result of an agreement with the Department of Corrections shall be included as receipts from these appropriations.

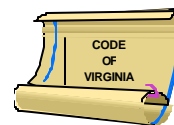
C. 1. Out of this appropriation, an amount not to exceed \$377,010 the first year and \$377,010 the second year from the general fund, is designated to be held in reserve for unbudgeted medical expenses incurred by local correctional facilities in the care of state responsible felons as defined by [§53.1-20](#), Code of Virginia.

2. No later than October 1, 1999 the Compensation Board shall provide a report to the Governor and the Chairmen of the House Appropriations and Senate Finance Committees regarding the fiscal and programmatic impacts, if any, of expanding the categories of jail inmates whose unbudgeted medical expenses may be reimbursed by the Compensation Board to include those of any inmates who are confined on state or local warrants.

D. The following amounts shall be paid out of this appropriation to compensate localities for the cost of maintaining prisoners arrested on state warrants in local correctional facilities, as defined by [§53.1-1](#), Code of Virginia, or if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board:

1. \$8.00 per prisoner day, and
2. an additional \$14.00 per prisoner day if the prisoner is housed and maintained in a jail farm not under the control of the sheriff.

E. For the payment specified in paragraph D of this Item for prisoners in alternative punishment or alternative to incarceration programs:



Reimbursement Rate Codes (Continued)

Reimbursement Rates - Appropriations Act

****Attachment #4 - (continued)**

☐ Item 77: Virginia Acts of Assembly

1. Such payment is intended to be made for prisoners that would otherwise be housed in a local correctional facility. It is not intended for prisoners that would otherwise be sentenced to community service or placed on probation.

2. No such payment shall be made unless the program has been approved by the Department of Corrections or the Department of Criminal Justice Services. Alternative punishment or alternative to incarceration programs, however, may include supervised work experience, treatment, and electronic monitoring programs.

F. In addition to the amounts specified in paragraph D of this Item, \$6.00 per prisoner day shall be paid out of this appropriation to maintain any felon sentenced to the Department of Corrections for a felony committed before January 1, 1995, in local correctional facilities pursuant to [§53.1-20.1](#), Code of Virginia. Such payment shall be made on and after the sixty -first day following the date of mailing by certified letter or electronic transmission of the final court order for felons sentenced for a total of more than two years.

G. In addition to the amounts specified in paragraph D of this Item, \$6.00 per prisoner day shall be paid out of this appropriation to maintain any person convicted of a felony committed on or after January 1, 1995, in local correctional facilities pursuant to [§53.1-20.1](#), Code of Virginia. Such payment shall be made on and after the sixty -first day following the date of mailing by certified letter or electronic transmission of the final court order for felons sentenced for a total of one year or more.

H.1. Where a convicted felon is held awaiting trial for additional felony charges, the payment specified in paragraph F or G of this Item shall not be made until all such charges are adjudicated.

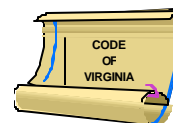
2. The payment specified in paragraph F or G of this Item shall be made as follows, whichever is later: a) beginning on the date that the final outstanding felony charge is adjudicated or b) as specified in paragraph F or G of this Item.

3. The payment specified in paragraph F or G of this Item shall not be made for any convicted felon who remains incarcerated in a local correctional facility at the request of the locality.

I.1. Except as provided for in paragraphs I.2, and I.3, and notwithstanding any other provisions of this item, the Compensation Board shall reimburse any locality with an average daily jail population of under ten in fiscal year 1995 an inmate per diem rate of \$22 per day for local responsible inmates and \$28 per day for state responsible inmates held in these jails in lieu of personal service costs for corrections' officers, effective July 1, 1998.

2. Any locality covered by the provisions of ~~this section~~ *the preceding paragraph I.1* shall be exempt from the provisions thereof until January 1, 1999 if such locality has entered into an agreement to house its prisoners in an existing regional jail, reduced daily operating costs to the state-wide average by June 30, 1998, or entered into an agreement by June 30, 1998, to participate in the construction of a new regional facility, which is consistent with the provisions of Item 486 A.4, of this act.

3. Any locality covered by the provisions of this section shall be exempt from the provisions thereof provided that the locally elected sheriff, with the assistance of the Compensation Board, enters into good faith negotiations to house his prisoners in an existing local or regional jail. In establishing the per diem rate and capital contribution, if any, to be charged to such locality by a local or regional jail, the Compensation Board and the local sheriff or regional jail authority



Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia & Appropriations Act

****Attachment #4 - (continued)**

☐ Item 77: Virginia Acts of Assembly

shall consider the operating support and capital contribution made by the Commonwealth, as required by ~~Title 15.2 §§15.2-1613, 15.2-1615.1, 53.1-80, and 53.1-81~~, Code of Virginia. The Compensation Board shall report periodically to the Chairmen of the House Appropriations and Senate Finance Committees on the progress of these negotiations and may withhold the exemption granted by this paragraph if, in the Board's opinion, the local sheriff fails to negotiate in good faith.

****Other Attachments -**

☐ § 53.1-20: Commitment of convicted persons to custody of Director

A. Every person convicted of a felony committed before January 1, 1995, and sentenced to the Department for a total period of more than two years shall be committed by the court to the custody of the Director of the Department. The Director shall receive all such persons into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

B. Persons convicted of felonies committed on or after January 1, 1995, and sentenced to the Department or sentenced to confinement in jail for a year or more shall be placed in the custody of the Department and received by the Director into the state corrections system within sixty days of the date on which the final sentencing order is mailed by certified letter or sent by electronic transmission to the Director by the clerk.

C. If the Governor finds that the number of prisoners in state facilities poses a threat to public safety, it shall be within the discretion of the Director to determine the priority for receiving prisoners into the state corrections system from local correctional facilities.

D. All felons sentenced to a period of incarceration and not placed in an adult state correctional facility pursuant to this section shall serve their sentences in local correctional facilities which shall not include a secure facility or detention home as defined in § [16.1-228](#).

E. Felons committed to the custody of the Department for a new felony offense shall be received by the Director into the state corrections system in accordance with the provisions of this section without any delay for resolution of (i) issues of alleged parole violations set for hearing before the Parole Board or (ii) any other pending parole-related administrative matter.

☐ § 53.1-20.1: Compensation of local jails for cost of incarceration

If the Director is unable to accommodate in a state correctional facility any convicted felon sentenced to the Department for a felony committed before January 1, 1995, whose sentence totals more than two years or who is convicted of a felony committed on or after January 1, 1995, and who is required to serve a total period of one year or more in a state correctional facility, the Department of Corrections shall compensate local jails for the cost of incarceration as provided for in the general appropriation act beginning on the sixty-first day following the date of mailing by certified letter or electronic transmittal by the clerk of the committing court to the Director of the final order.

☐ § 53.1-83.1: How state appropriations for operating costs of local correctional facilities determined

The Governor's proposed biennial budget bill shall include, for each fiscal year, an appropriation for operating costs for local correctional facilities. The proposed appropriation shall include:

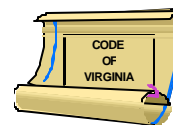
1. An amount for compensating localities for the cost of maintaining prisoners arrested on state warrants in local jails, regional jails and jail farms, at a specified rate per prisoner day;

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

10-209



Reimbursement Rate Codes (Continued)

Reimbursement Rates - Code of Virginia

****Other Attachments - (continued)**

☐ § 53.1-83.1: How state appropriations for operating costs of local correctional facilities determined (continued)

2. An amount for maintaining convicted state felons in local correctional facilities, at a specified rate per felon day, pursuant to § [53.1-20.1](#);
3. An amount to pay two-thirds of the salaries of medical and treatment personnel approved by the State Compensation Board; and
4. An amount to be set aside for unanticipated medical emergencies.

☐ § 53.1-84: State funds available to local correctional facilities for operating costs

The Compensation Board shall apportion among local correctional facilities moneys appropriated in the general appropriation act for the purpose of financial assistance for the confinement of persons in local facilities in accordance with reports of prisoner days provided by the Department.

The county or city receiving such funds or a combination of counties or cities or both receiving such funds on behalf of a regional facility shall pay there from the operating costs of its local adult correctional facilities and programs. Criminal costs prior to confinement shall be paid out of funds appropriated pursuant to § [19.2-332](#).

Regulations adopted by the Board to implement the provisions of §§ 53.1-84 through [53.1-86](#) shall not be subject to legislative review as provided in § [9-6.14:9.2](#). In the adoption of such regulations, the Board shall comply with all other requirements of the Administrative Process Act (§ [9-6.14:1](#) et seq.), and in any subsequent amendments thereto shall comply with all the provisions of § 9-6.14:9.

☐ § 53.1-85: Time and manner of payment

Notwithstanding any contrary provisions of this Code which provide for state reimbursement of certain costs incurred by local correctional facilities, the time and manner of such payments shall be as hereinafter prescribed.

Each facility's apportionment pursuant to § [53.1-84](#) shall be paid by the Compensation Board to the responsible local governing body or fiscal agent of such facility in quarterly installments beginning July, 1983.

The amount of the quarterly installment for each facility will be the sum of the following:

1. The number of state prisoner days registered by the facility in the preceding quarter, pursuant to § [53.1-121](#), times the specified rate per prisoner day;
2. The number of prisoner days registered for convicted state felons by the facility in the preceding quarter times the specified rate per felon day, pursuant to § [53.1-20.1](#); and
3. One-fourth of the annual cost for salaries and fringe benefits for medical and treatment personnel approved by the Compensation Board pursuant to § [15.2-1636.7](#).

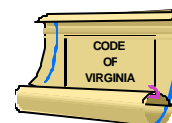
Funds held in the emergency reserve shall be distributed on the written authorization of the Compensation Board. In the event of emergencies, the Compensation Board may reallocate any portion of the reserve among individual facilities. Any balance remaining in the reserve at the close of the budgetary period shall revert to the general fund of the state treasury.

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

10-210



Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

The following explains the dollar amount for each financial category and the payment status of each:

	Financial Screen	
	DOLLAR AMOUNT	PAYMENT STATUS
PAYMENTS (TOTAL DAYS) LOCAL----->	\$8	LD
PAYMENTS (TOTAL DAYS) STATE----->	\$8	SD, HA
PAYMENTS (OUT OF STATE)----->	\$8	FO
PAYMENTS ALTERNATIVE (HEM)----->	\$8	NH
PAYMENTS ALTERNATIVE (WORK RELEASE)--->	\$8	NH
PAYMENTS - STATE FELON DAYS----->	\$6	FD
PAYMENTS - JAIL CONTRACT BED----->	\$14	CB, CW
NON-PAYMENT (FEDERAL)----->	\$0	FE
NON-PAYMENT (ORDINANCE)----->	\$0	OR
NON-PAYMENT (MILITARY)----->	\$0	MI
NON-PAYMENT (HEM)----->	\$0	NH
CONTRACT (OUT OF STATE)----->	\$0	CI
PRIVATE TRANSPORTS----->	\$0	OT
FEDERAL PRISONER OVERHEAD RECOVERY---->	\$	\$
ADJUSTMENTS POSTED DURING THIS PERIOD->	\$	\$
TOTAL----->	\$	\$

MONTHLY ADP: (Average Daily Population) DOC RATED CAPACITY:

SCREEN OPTION _ 1 = REVIEW DETAILS (ENTER "Y" TO THE RIGHT OF DERIRED CATEGORY)

Payments (Total Days) Local: Misdemeanor Offenders **OR** Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as Local Responsible (LD) Inmates **IF:**

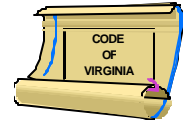
- ✓ Arrested on a state warrant
- ✓ Awaiting trial **OR**
- ✓ If the offender has a net sentence of less than 12 months/1 year (Offense Type A) **OR**
- ✓ If the offender has a net sentence of 2 years or less (Offense Type B)
 - Juvenile Awaiting Trial (10, 11, 2, 13, 16, 17, 18, 19)
 - Adult Awaiting Trial (10, 11, 12, 13)
 - Adult sentenced - on a felony and/or misdemeanor charges
 - No additional felony charges pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Has Additional Felony Charges Pending (50, 53, 56, 59, 62, 63, 87, 89)
 - Adult sentenced-miscellaneous (72)

Payments (Total Days) State: Felony Offenders **OR** Combination Misdemeanor and Felony Offenders in this category are classified as State Responsible (SD) Inmates **IF**

- ✓ Arrested on a state warrant
- ✓ If the offender has a net sentence of 12 months/1 year or more (Offense Type A) **OR**
- ✓ If the offender has a net sentence of more than 2 years (Offense Type B)
 - Adult Sentenced - No Additional Felony Charges Pending (20, 23, 26, 29, 35, 36, 29, 42, 48, 76)
 - Adult Sentenced - Miscellaneous (70, 71)

Payments (Out of State): Offenders in this category are held for out of state authority who HAS been arrested on a Virginia warrant.

- Offenders in this category are coded as a 74.



Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

Financial Screen explanation – (continued)

Payments Alternative (HEM): Offenders in this category are placed in an approved Electronic Monitoring program. Offenders must be Local Responsible and fully sentenced to receive HEM payment.

- Offenders in this category are coded as a 80

Payments Alternative (Work Release): Offenders in this category are placed in an approved Supervised Work Release Program.

- Offenders in this category are coded as 85

Payments – State Felon Days: Offenders in this category must be State Responsible (SD) and the Department of Corrections 60 day waiting period for intake has passed.

- Offenders can be either an adult sentenced-no additional felony charges pending (20, 23, 26, 29, 35, 36, 39, 42, 48, 76) or adult sentenced-miscellaneous (71).

Payments – Jail Contact Bed: Offenders in this category are State Responsible (SD) inmates that are placed into a Jail Contact Bed (JCB) or JCB Work Release Bed by the Department of Corrections.

- Offenders in this category are adult sentenced-no additional felony charges pending (20, 26).

Non-payment (Federal): Offenders in this category are held for Federal authority/District of Columbia.

- Offenders in this category are coded as a 73.

Non-payment (Ordinance): Offenders in this category are arrested on a local or town warrant (pink). This includes ordinance violators that are either awaiting trial or sentenced (Offense Type O).

- Offenders in this category can be either an adult awaiting trial (10) or an adult sentenced-no additional felony charges pending (20).

Non-payment (Military): Offenders in this category are held for military authority.

- Offenders in this category are coded as a 75.

Non-payment (HEM): Offenders in this category are either State Responsible (SD) inmates, unsentenced inmates, or the locality is NOT approved to participate in an Alternative program.

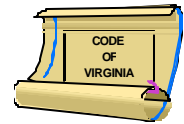
- Offenders in this category are coded either 80 or 85.

Contact (Out of State): Offenders in this category are out of state contact inmates who have NOT been arrested on a Virginia warrant. The Sheriff/Jail Authority has entered into a contact agreement with another state to hold their prisoner.

- Offenders in this category are coded as a 78.

Private Transport: Offenders in this category are held for out of state holds and/or overnight transports. These inmate have NOT been arrested on a Virginia warrant. The Sheriff/Jail Authority has agreed to hold an out of state inmate or overnight transport for another state.

- Offenders in this category are coded as a 79.



Reimbursement Rate Codes (Continued)

Reimbursement Rates - LIDS Financial Screen

Financial Screen explanation – (continued)

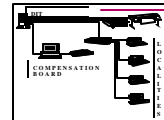
Federal Prisoner Overhead Recovery: Dollar amount taken back for holding federal inmates.

Adjustments Posted During this Period: Dollar amount of adjustments posted during that month.

Total: Total amount of all the above categories.

Monthly ADP: Average Daily Population is based on the average number of BODIES sitting in your jail.

DOC Rated Capacity: A housing number assigned to each jail based on the Virginia Board of Corrections Square Feet Standards to physical plan housing space.



11. BATCH PROCESSING

The Batch Up-load may be the method of data entry for those jails having automated jail management systems. The batch up-load process will produce five reports. These reports can either be downloaded to your Personal Computer, or they can be viewed using TSO on the DIT MVS mainframe.

Up-load File Name

SCB.PROD.JXXX.UPLOAD *where XXX denotes your jail number* (Input File to batch processing)

Down-load File Names:

SCB.PROD.JXXX.DOWNLOAD

Report Image - Load Error Report - SCB.PROD.JXXX.BLOADR01

ISCBBLOAD-R001-087			LIDS BATCH PRE-EDIT		
PAGE 1			JUVENILE JAIL FACILITY		RUN DATE 10/16/96
TIME 11:27:56					
OT		REC			
C JAIL SSN	DATE	TIME	ID		
A 087 577157577	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 223806216	19960930	092828	01 ANTHONY	E3027 MIDDLE NAME HAS BEEN ALTERED	
A 087 264513736	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 431980666	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 225742201	19960930	092828	01 HARRISO	E3027 MIDDLE NAME HAS BEEN ALTERED	
A 087 225742201	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 228276037	19960930	092828	01 CHANT'E	E3027 MIDDLE NAME HAS BEEN ALTERED	
A 087 622145777	19960930	092828	01 G.	E3027 MIDDLE NAME HAS BEEN ALTERED	
A 087 225708889	19960930	092828	01 O'NEAL	E3027 MIDDLE NAME HAS BEEN ALTERED	
A 087 229586519	19960930	092828	01 N.	E3027 MIDDLE NAME HAS BEEN	
ALTERED					
A 087 226887152	19960930	092828	01 SR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 999999999	19960930	092828	01 908700001	I0009 NO SSN - DUMMY SSN ASSIGNED	
A 087 999999999	19960930	092828	01 908700002	I0009 NO SSN - DUMMY SSN ASSIGNED	
A 087 229493604	19960930	092828	01 D.	E3027 MIDDLE NAME HAS BEEN	
ALTERED					
A 087 999999999	19960930	092828	01 908700003	I0009 NO SSN - DUMMY SSN ASSIGNED	
A 087 999999999	19960930	092828	01 908700004	I0009 NO SSN - DUMMY SSN ASSIGNED	
A 087 229025811	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	
A 087 230088884	19960930	092828	01 JR.	E3028 NAME SUFFIX HAS BEEN ALTERED	

Batch Processing (Continued)

Report Image - Edit Error Report - SCB.PROD.JXXX.BEDITR01


```

1SCBBEDIT-R001-087                                LIDS BATCH EDIT                                PAGE
1
                                JUVENILE JAIL FACILITY JAIL                                RUN DATE 10/16/96 TIME
11:31:11
0          *****COMMITMENT***** REASON  RELEASE *****RELEASE*****
          SSN          DATE          TIME  CONFINED  REASON  DATE          TIME  NAME

          000026870 1996-09-26 07:44:30    10          19                                KELLY, RICHARD NMN
>>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
          017043144 1996-07-30 02:33:17    50                                ANDREWSKI, ALEXANDER
JOHN
>>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
          025529045 1996-06-18 18:21:41    51                                GRADY, JAMES GARTH
>>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
          028563760 1996-09-11 05:01:05    52                                BLAIR, LEONARD
>>>>> E1049 REASON CONFINED (52) REQUIRES SENTENCE LENGTH > 6 MONTHS
          051566358 1996-09-10 15:09:50    10          35    1996-09-11 16:08:00 MCGUIRE, JAMES FOREST
>>>>> E1010 TRANSFER TO JAIL ( ) IS INVALID
          054546622 1996-09-06 19:25:18    20          39    1996-09-11 05:52:00 COVINGTON, SAMUEL EARL
>>>>> E1043 REASON CONFINED (20) NOT VALID FOR SENTENCED FELONS
          058608483 1996-08-09 11:14:55    10                                WILKINS, ANTHONY
FIZGERAL
>>>>> E1056 REASON CONFINED MUST BE 12 FOR UNSENTENCED PROBATION VIOLATION
          075605104 1996-06-07 15:42:37    51                                HINES, YHINE KAREEM
>>>>> E1053 REASON CONFINED (51) REQUIRES UNSENTENCED FELONY
          093580242 1996-09-03 18:56:49    10          35    1996-09-19 15:16:00 RIVERA, RAYMOND NMI
>>>>> E1010 TRANSFER TO JAIL ( ) IS INVALID
          095785301 1996-09-16 21:39:33    10          19                                TAYLOR, GREGORY BOBBY
>>>>> E1041 RELEASE REASON (19) INVALID WITHOUT RELEASE-TS
          099489343 1996-08-27 16:23:15    50                                JOHNSON, RICKEY ANTHONY
>>>>> E1043 REASON CONFINED (50) NOT VALID FOR SENTENCED FELONS
          110568916 1996-09-25 17:54:44    10          35    1996-09-26 17:34:55 RODRIGUEZ, HECTOR JULIO

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Batch Processing (Continued)

Report Image - Accepted Report - SCB.PROD.JXXX.BEDITR02

1SCBBEDIT-R002-087				LIDS BATCH CONFINEMENTS				PAGE 1	
				JUVENILE JAIL FACILITY JAIL				RUN DATE 10/16/96 TIME 11:31:11	
0	SSN	*****COMMITMENT****	REASON	OFFENSE	RELEASE	*****RELEASE*****			
		DATE	TIME	CONFINED	CODE	REASON	DATE	TIME	NAME
	002486151	1996-04-08	18:02:39	28	0947				COOK, IRVING EDWARDS
	005560235	1996-09-08	01:03:43	10	4200	19	1996-09-08	06:19:00	RICHARD, ROBERT BRUCE
	018646609	1996-09-02	01:33:49	10	4200	19	1996-09-02	10:23:00	WILLIAMS, JOSEPH F
	029481788	1996-09-11	04:13:03	10	5404	19	1996-09-11	09:19:00	MILLER, PAULINE
	031566889	1996-03-12	18:54:47	21	2320	52	1996-09-25	10:00:00	SANSBURY, RODNEY NEIL
	045709448	1996-09-21	03:01:06	10	4200	19	1996-09-21	12:01:00	LABRIE, BRIAN KEITH
	046546770	1996-09-30	12:59:33	20	5409				BRITO, KAREEM JAMAL
	057542373	1996-09-25	15:29:33	10	2340	19	1996-09-25	23:27:00	FERGUSON, JAMES NMN
	058583142	1996-09-15	23:47:33	10	5404	19	1996-09-16	06:20:00	CAGLE, SHEILA CAROL
	058583543	1996-08-30	00:48:20	10	2320	19	1996-09-12	20:53:00	DOMENECH, ANTONIO NMN
	059423598	1996-09-17	22:00:19	10	4200	19	1996-09-18	08:22:00	RAMOUNTOS, JOHN KEVIN
	060582828	1996-09-10	15:47:38	20	5409	18	1996-09-10	16:15:00	PEELE, KENNETH LAMAR
	062608327	1996-04-26	21:32:47	80	1119	59	1996-09-13	14:22:00	WYFFLES, THOMAS DANIEL
	062640394	1996-08-16	15:29:11	21	2360				ANDREW, TRAMAIN
	063602979	1996-09-06	22:58:01	10	3512	19	1996-09-07	02:13:00	BRANNON, DUANE AVERY
	070503949	1996-09-19	12:08:23	10	2411				COOK, JENNIFER LOUISE

Batch Processing (Continued)

Report Image - Monthly Prisoner Status File Detail - SCB.PROD.JXXX.BPRSSR01

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1SCBBPRSS-R001-087          LIDS MONTHLY RECAP FOR 9/96          PAGE 1
JUVENILE JAIL FACILITY JAIL          RUN DATE 10/16/96 TIME 11:59:48
** INCOMPLETE **
  S R O *****COMMIT***** *****RELEASE*****
  SSN  NAME          AGE X C C  DATE  TIME REASON  DATE  TIME REASON  SENTENCE  COURT-ORDER  SENTENCE  TOTAL STATE  OUT
                                DATE  TIME REASON  DATE  TIME REASON  RECEIVED  LENGTH  DAYS  DAYS  COMPL
002486151 COOK, IRVING EDWARDS          38 M W A 040896 1802 28          040396
          001-00-000 30
005560235 RICHARD, ROBERT BRUCE          33 M W M 090896 0103 10          090896 0619 19          1
          001-00-000 30
018646609 WILLIAMS, JOSEPH F, III          18 M W M 090296 0133 10          090296 1023 19          1
029481788 MILLER, PAULINE FERLAND          31 F W M 091196 0413 10          091196 0919 19          1
031566889 SANSBURY, RODNEY NEIL          30 M B F 031296 1854 21          092596 1000 52          25
045709448 LABRIE, BRIAN KEITH          32 M W M 092196 0301 10          092196 1201 19          1
046546770 BRITO, KAREEM JAMAL          24 M B M 093096 1259 20          091796          000-01-000          1
057542373 FERGUSON, JAMES NMN, JR          34 M B F 092596 1529 10          092596 2327 19          1
058583142 CAGLE, SHEILA CAROL          30 F W M 091596 2347 10          091696 0620 19          1
058583543 DOMENECH, ANTONIO NMN          20 M B F 083096 0048 10          091296 2053 19          12
059423598 RAMOUNTOS, JOHN KEVIN          41 M W M 091796 2200 10          091896 0822 19          1
060582828 PEELE, KENNETH LAMAR,          30 M B M 091096 1547 20          091096 1615 18          000-00-001          1
062608327 WYFFLES, THOMAS DANIEL          20 M W A 042696 2132 80          042596          000-08-000          13
062640394 ANDREW, TRAMAIN          20 M B F 081696 1529 21          080896          000-06-000          30
063602979 BRANNON, DUANE AVERY          20 M B F 090696 2258 10          090796 0213 19          1
070503949 COOK, JENNIFER LOUISE          39 F B F 091996 1208 10          081496          001-00-000          11
075580916 PAGAN, MARCUS FELIPE          20 M W A 042496 1248 22          081496          001-00-000          30

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Batch Processing (Continued)

Report Image - Monthly Prisoner Status File Summary - SCB.PROD.JXXX.BPRSSR02

SCBBPRSS-R002-087		**** INCOMPLETE DUE TO PENDING CONFINEMENTS ****	
PAGE	1	LIDS MONTHLY RECAP FOR 9/96	
DATE 10/16/96 TIME 11:59:48		HENRICO CO. JAIL	
		** INCOMPLETE **	
	CONFINEMENTS	DAYS	
CONFINED BEFORE MONTH BEGAN	315	7,473	
RELEASED DURING MONTH	106	1,203	
NOT RELEASED DURING MONTH	209	6,270	
CONFINED DURING MONTH	621	2,077	
RELEASED DURING MONTH	513	843	
NOT RELEASED DURING MONTH	108	1,234	
TOTAL FOR THE MONTH	936	9,550	
RELEASED DURING MONTH	619	2,046	
NOT RELEASED DURING MONTH	317	7,504	
	DAYS	DOLLARS	
TOTAL DAYS	9,465	75,720.00	
ALTERNATE DAYS	85	680.00	
STATE DAYS	0	0.00	
OUT OF COMPLIANCE 61 - 90 DAYS	0	0.00	
OUT OF COMPLIANCE 91 - 120 DAYS	0	0.00	
OUT OF COMPLIANCE 121+ DAYS	0	0.00	
TOTAL DOLLARS		76,400.00	
**** INCOMPLETE DUE TO PENDING CONFINEMENTS ****			

Batch Processing (Continued)

Running LIDS Uploads

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

Many jails have expressed an interest in running their own test and production upload jobs. Effective April 1, 1997, you are able to do this. The instructions are as follows:

- access DIT in the same manner you correct pending errors or certify and approve your monthly report.
- at the Commonwealth Information Network screen enter “**TSO1**” (same screen you enter CIPG)

<p>DEPARTMENT OF INFORMATION TECHNOLOGY COMMONWEALTH NETWORK</p> <p>ENTER : TSO1</p>
--

Enter your logon when prompted.

ACF82003 ACF2, ENTER LOGON-ID

Enter password when prompted.

ACF82004 ACF2, ENTER LOGON-ID

- depress the enter key when the three asterisks (***) displayed
- ready prompt will then be displayed

Batch Processing (Continued)

Running LIDS Uploads (continued)

ACF01134 YOUR PASSWORD WILL EXPIRE ON 4/18/97 - 12:30 ****

- will receive any DIT system broadcast messages that are currently in the system
- broadcast system messages report the times when DIT/LIDS will be unavailable
- broadcast messages may take more than one screen

```
===== WELCOME TO MVS TSO =====  
WEEKLY BULLETIN HIGHLIGHTS FOR THE WEEK BEGINNING APRIL 13, 1997  
=  
=                MVS  
=  
= MVS SYSTEM SCHEDULED DOWN      APR. 13 & 17, 1997  
=  
=  
=                EXEC  
= EXEC SYSTEM SCHEDULED DOWN     APR. 13 & 17, 1997  
=  
=.....  
READY
```

- **test run, enter “LIDSTEST”**
- **production run, enter “LIDSPROD”**
- to check job status, you will receive a LIDS generated broadcast message
- states the success or failure of your job prior to the ready prompt being displayed

Disconnecting from TSO1

- recommended you disconnect your TSO1 session and redial into LIDS at least fifteen (15) min later.
- to disconnect from your TSO1 Session, enter ‘LOGOFF’ at the ready prompt

READY logoff

Special caution when running your own jobs:

- running upload job may detect a file has been uploaded, all errors are deleted from the pending file
- frequent uploads, you may not want your pending errors deleted
- if so, contact Anne Wilmoth to ensure that pending errors are not deleted

Batch Jail Information

1. UPLOAD

- process of transferring data from your computer to the LIDS system
- file is created as the result of this process.

2. DOWNLOAD

- process of transferring data from the LIDS system to your system
- file that is created by LIDS system for this process

Batch Processing (Continued)

Running LIDS Uploads (continued)

3. BATCH PROCESS

- steps taken by the LIDS system to validate your data and add it to the LIDS database
- input for this process is the upload file you transferred to LIDS
- output is the download file created for you

4. PENDING ERRORS

- commitments that contain errors must be corrected before the data can be added to the LIDS
- may be corrected or deleted online or they will be deleted by doing another upload (below)
- to corrected online, the batch process must be executed to merge the corrected data into the LIDS database.

There are 3 strategies for updating the LIDS database for batch jails:

1. INCREMENTAL UPLOADS

- process whereby you only upload data for confinements or changes since the last upload
- desirable strategy, avoids uploading/ processing data for confinements that have not changed

2. MULTIPLE FULL UPLOADS

- process to upload data for confinements during the current reporting period or
- occurred prior to the current reporting period and have not been released or
- released during the current reporting period
- less desirable than the first strategy, overhead involved in uploading/processing data

3. SINGLE FULL UPLOADS

- same as the second strategy except upload is only done after the end of the reporting period
- least desirable strategy, overhead involved in uploading/processing data for confinements that have not changed
- errors are not detected until after end of the reporting period, LIDS databases are not current

The strategy that you use will depend on the software you are using. You will need to check with your software vendor or DP center to determine what is available to you. Regardless of the strategy you use, you are required to use the LIDS online system to release inmates so that other jails can process their commitments.

NOTE: Incremental Uploads, please notify Anne Wilmoth ext. 222, Melanie Morrison ext. 204, or Craig Giegerich ext. 219 at (804) 786-0786 so that your processing options can be set properly. For jails doing incremental uploads, pending errors remain until they are corrected (either online or by another upload) or are deleted online.

Batch Processing (Continued)

Prisoner Record Format:

Compensation Board
Local Inmate Data System (LIDS)
6/15/00

This is the prisoner record and is required. This record must be used for all prisoners who were confined any time during the reporting period.

REVISED COMMITMENT MAINTENANCE BATCH UPLOAD INFORMATION:

Information Contained In the Record:

Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Record ID	Positions 28 through 29. This is the record identifier for the prisoner record. This must always be set to '01'. This is a required field.
CCRE	Positions 30 through 38. This is the prisoner's CCRE number. This is a nine position numeric field. This field is optional; however, if the prisoner does not have a CCRE or, if the CCRE is unknown, all zeros must be supplied.
Last Name	Positions 39 through 65. This is the prisoner's last name. This is a required field. Alias information must not be listed in this field.
First Name	Positions 66 through 77. This is the prisoner's first name. This is a required field. Alias information must not be listed in this field.
Middle Name	Positions 78 through 85. This is the prisoner's middle name. This is an optional field. Alias information must not be listed in this field.
Name Suffix	Positions 86 through 88. This is the prisoner's name suffix. For example, 'Jr', 'Sr', etc. This is an optional field. Alias information must not be listed in this field.
Hair Color	Position 89 through 91. This is the prisoner's hair color code. This is an optional field; however, if entered must be valid. The standard list of FBI hair color codes will be used. See attached list.
Eye Color	Positions 92 through 94. This is the prisoner's eye color code. This is an optional field; however, if entered must be valid. The standard list of FBI eye color codes will be used. See attached list.
Weight	Positions 95 through 98. This is the prisoner's weight as recorded in pounds. This is an optional field; however, if entered must be numeric.
Height	Positions 99 through 102. This is the prisoner's height as recorded in inches. This is an optional field; however, if entered must be numeric.
Date of Birth	Positions 103 through 110. This is the prisoner's date of birth. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Race	Positions 111 through 111. This is the prisoner's race code. This is a required field. Refer to the attached list for valid race codes.

Batch Processing (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Sex	Positions 112 through 112. This is the prisoner's sex code. This is a required field. Valid values are 'M' for male and 'F' for female.
Country of Birth	Positions 113 through 114. This is the prisoner's country of birth if other than the United States. This is an optional field; however, if entered must be valid. Standard FBI country codes will be used. See attached list of country codes.
Country of Citizenship	Positions 115 through 116. This is the prisoner's country of citizenship if other than the United States. This is an optional field; however, if entered must be valid. Standard FBI country codes will be used. See attached list of country codes.
Immigration Identification Number	Positions 117 through 125. This is the prisoner's immigration number if the country of citizenship is other than the United States. This is an optional field and will not be edited.
Scars, Marks and Tattoos	Positions 126 through 145. This is a free form text area to be used to record any special identifying marks the prisoner may have. This is an optional field and will not be edited.
Medical Alert Information	Positions 146 through 223. This is a free form text area to be used to record any special medical information relating to the prisoner. This is an optional field.
Local Prisoner ID	Positions 224 through 235. This is the prisoner's identification number as found on the remote system. This is an optional field.
Commitment Date	Positions 236 through 243. This is the date of the prisoner's confinement. Date must be in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Commitment Time	Positions 244 through 249. This is the time of the prisoner's confinement. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is a required field.
Reason Confined	Positions 250 through 251. This is the code for the reason why the prisoner is confined. This is a required field. Refer to the current J7/J8 manual for a list of reasons confined.
Detainers	Positions 252 through 252. This field must be used to denote the prisoner has active Detainers. This is an optional field; however, if entered must be equal to 'Y' (for has active detainers); 'N' or blank (for does not have active detainers). If this field is set to 'Y' then, the detainer jails must also be specified.
Alert Flag	Positions 253 through 253. This field must be used to denote the prisoner has a special condition that warrants attention. This is an optional field; however, if entered must be valid. Valid options are 'Y' (for has special condition) or blank (does not have special condition). If the alert flag is equal to 'Y' then commitment comments must also be entered.
Commitment Comments	Positions 254 through 331. This is a free form text field to be used to record any special commitment comments; or the reason the alert flag has been turned on. This is an optional field; however, if the alert flag is equal to 'Y' then commitment comments must be entered.
DOC Compliance Status	Positions 332 through 334. This is a local use field used to denote the compliance status as it relates to a state responsible prisoner. This is an optional field; however, if entered must be valid. Refer to the list of attached DOC compliance status codes.
DOC Inmate Number	Positions 335 through 340. This is the prisoner's DOC inmate number. This is an optional field and will not be edited.

Batch Processing (continued)

Prisoner Record Format:

Facility Location	Positions 341 through 343. This is location of the prisoner in the local jail facility. This field is a local use field. This is an optional field and will not be edited.
Housing Status	Positions 344 through 346. This can be used to denote the housing status of the prisoner. This field is a local use field. This is an optional field and will not be edited.
<u>Information Contained In the Record (continued):</u>	
Exemplary Goodtime Days	Positions 347 through 350. This is used to record goodtime days as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Exemplary Goodtime Months	Positions 351 through 354. This is used to record goodtime months as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Exemplary Goodtime Years	Positions 355 through 358. This is used to record goodtime years as it relates to exemplary time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Days	Positions 359 through 362. This is used to record goodtime days as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Months	Positions 363 through 366. This is used to record goodtime months as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Judicial Goodtime Years	Positions 367 through 370. This is used to record goodtime years as it relates to judicial time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Days	Positions 371 through 374. This is used to record goodtime days as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Months	Positions 375 through 378. This is used to record goodtime months as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Statutory Goodtime Years	Positions 379 through 382. This is used to record goodtime years as it relates to statutory time. This is an optional field; however, if entered must be numeric.
Jail Credit Certification Date	Positions 383 through 390. This is the date the jail time was certified for the prisoner. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be numeric.
Release Comments	Positions 391 through 468. This is a free form text field used to record any release comments. This field is an optional field; however, if release date, time and reason are not specified, this field must be blank.
Release Date	Positions 469 through 476. This is the date the prisoner was released/transferred from the local jail facility. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12) and DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not been released, this field must be equal to zeros.
Release Time	Positions 477 through 482. This is the time the prisoner was released/transferred from the local jail facility. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field. However, if the prisoner has not been released, this field must be equal to zeros.

Batch Processing (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Release Reason	Positions 483 through 484. This is the code for the reason the prisoner was released/transferred from the local jail facility. This is a required field. However, if the prisoner has not been released, this field must be left blank. Refer to the current J7/J8 manual for a list of release reasons.
Inventory of Possessions	Positions 485 through 562. This is a free form text field used to record any possessions the prisoner may have had at commitment time. This is a local use field. This is an optional field and will not be edited.
Current Location	Positions 563 through 640. This is a free form text field used to record the prisoner's location if not in the local jail facility. This is a local use field. This is an optional field and will not be edited.
Offense Code	Positions 641 through 649. The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type.
Offense Sequence Number	Positions 650 through 653. This must be set to '0001'. Any additional offenses must be numbered '0002' through '9999'. This is a required field. Regarding the reporting of additional offenses, refer to the record layout for additional offense records.
Offense Date	Positions 654 through 661. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field.
Arrest Date	Positions 662 through 669. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.
Arrest Time	Positions 670 through 675. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). Standard military time must be used. This is an optional field; however, if entered must be valid. If an arrest time is specified, the arrest date must also be entered.
Arresting Officer	Positions 676 through 705. This is the name of the officer making the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.
Assistant Arresting Officer	Positions 706 through 735. This is the name of the officer assisting with the arrest for the specific offense code. This field is optional; however, if entered, the arrest date must also be entered.
Court Jurisdiction	Positions 736 through 738. This is the FIPS number of the Court having jurisdiction. This is a required field.
Date Sentenced	Positions 739 through 746. This is the date the prisoner was sentenced for the specific offense code. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field. However, if the prisoner has not been sentenced for the specific offense code this field must be equal to zeros.
Docket Number	Positions 747 through 758. This is the court docket number for the specific offense. This is an optional field and will not be edited.
Court Type	Position 759. Required if prisoner is a juvenile. Should be equal to spaces if prisoner is an adult. Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).

Batch Processing (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Disposition	Positions 760 through 761. A disposition should be used if the offense has been satisfied and did not result in jail time. Valid values are: AM - Amended (Sentenced offense) AP - Appealed (Sentenced offense) AR - Awaiting Parole Revocation (Sentenced offense) AS - Awaiting Probation /Show cause Revocation (Sentenced offense) BC - Boot Camp (Sentenced offense) BO - Bond (Unsentenced offense) CC - Community Corrections (Sentenced offense) CE - Certified (Unsentenced offense) CD - Charges Dismissed (Disregard charge as of disposition date) CO - Continued (Unsentenced offense) DN - Detention Center (Sentenced offense) DT - Deferred Treatment (Sentenced offense) DV - Diversion Center (Sentenced offense) FI - Fined (Sentenced offense) GU - Guilty (Sentenced offense) IS - Imposition Sentence (Sentence offense) NC - Null Code (Disregard charge as of disposition date) NP - Nolle Prosequi (Disregard charge as of disposition date) PA - Paroled (Sentenced offense) PB - Plea Bargain (Disregard charge as of disposition date) PD - Parole Dismissed (Unsentenced offense) PR - Probation Dismissed (Unsentenced offense) PS - Pre-Sentenced (Sentenced offense) RE - Recognized (Unsentenced offense) SE - State Sentence (Sentenced offense) SS - Suspended Sentence (Sentenced offense - length will be disregarded) TH - Temporary Hold Only (Unsentenced offense) TS - Time Served (Sentenced offense - disregard charge as of disposition date)
DNA Sample Taken	Position 762 through 762. Valid values are 'Y' for yes, the DNA sample has been drawn and 'N' or spaces for no the DNA sample has not been drawn.
Unused Area	Positions 763 through 771.
Offense As Sentenced	Positions 772 through 780. This field is required is the prisoner has been sentenced for the specific offense. However, if the prisoner has not been sentenced, this field must be left blank. . The 9 character VCC code must be used. Please pay special attention to the changes in the offense code type.
Sentence Length Years	Positions 781 through 784. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.

Batch Processing (continued)

Prisoner Record Format:

Information Contained In the Record (continued):

Sentence Length Months	Positions 785 through 788. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 789 through 792. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 793. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 794. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'M' - Misdemeanor 'O' - Local Ordinance
Concurrent/Non-concurrent	Positions 795 through 795. This field is used to denote whether the sentence is to be a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). This field is required. However, if the prisoner has not been sentenced, this field must be left blank.
Data Source	Positions 796 through 796. This field must always be equal to a 'B' for Batch upload. This is a required field.
Transfer to Jail	Positions 797 through 799. This is a required field if the reason released is equal to '35'. If the release reason is not equal to '35' then this field should contain spaces.
Insurance Number Group	Positions 800 through 802. Used with the Insurance Number (763-771).
Disposition Date	Positions 803 through 810. Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.
Held for facility	Positions 811 through 813. Optional, if used it must be a valid jail number, or FIPS code. If not used fill with spaces.
Unused Area	Positions 814 through 815. This area is currently unused and must be equal to spaces.
Detainer Jail #1	Positions 816 through 818. This is the jail facility number associated with the detainers field. If the detainers field is equal to 'Y' then this field is required.
Detainer Jail # 2	Positions 819 through 821. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there is more than one jail associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 3	Positions 822 through 824. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than two jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Detainer Jail # 4	Positions 825 through 827. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than three jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.

Batch Processing (continued)

Prisoner Record Format:

Information Contained for the Additional Offense(s) Record Format: *This is a required record, if the prisoner has more than one offense.*

Detainer Jail # 5	Positions 828 through 830. This is the jail facility number associated with the detainers field. This field should be used to record the jail number if there are more than four jails associated with the detainers. This field is optional; however, if entered must be a valid jail facility number.
Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be set to '04'. This is a required field.
Offense Code	Positions 30 through 38. The nine (9) digit VCC offense code should be used. This is a required field when reporting additional offenses.
Offense Sequence Number	Positions 39 through 42. This is the sequence number associated with the offense. This field must be a sequential number starting with '0002'. As mentioned previously, the most serious offense code must be recorded in the Prisoner Record.
Offense Date	Positions 43 through 50. This is the date the offense was committed. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day. This is a required field.
Arrest Date	Positions 51 through 58. This is the date an arrest was made for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and DD denotes the day (01 - 31). This is an optional field; however, if entered must be valid.
Arrest Time	Positions 59 through 64. This is the time an arrest was made for the specific offense. Time must be entered in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59) and SS denotes the second (00 - 59). This is an optional field; however, if entered must be valid. If an arrest time is specified, then the arrest date must also be specified.
Arresting Officer	Positions 65 through 94. This is the name of the officer making the arrest of the specific offense. This is an optional field.
Assistant Arresting Officer	Positions 95 through 124. This is the name of the officer assisting in the arrest of the specific offense. This is an optional field.

Batch Processing (continued)

Prisoner Record Format:

Information contained for the Additional Offense(s) Record Format (Continued): *This is a required record, if the prisoner has more than one offense.*

Court Jurisdiction	Positions 125 through 127. This is the FIPS code of the court having jurisdiction. This is a required field.
Date Sentenced	Positions 128 through 135. This is the date the prisoner was sentenced for the specific offense. Date must be entered in YYYYMMDD format where YYYY denotes the year (for example, 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field; however, if the prisoner has not been sentenced, this field must be equal to zeros.
Docket Number	Positions 136 through 147. This is the court docket number assigned to the specific offense. This is an optional field and will not be edited.
Court Type	Position 148. Required if prisoner is a juvenile. Should be equal to spaces to the prisoner is an adult. Valid values are '1' (Juvenile and Domestic Relations); '2' (General District); and '3' (Circuit).
Disposition	Positions 149 through 150. See dispositions under primary record
Disposition Date	Positions 151 through 158. <u>Date the Disposition was effective. Required if Disposition is not blank. If not used fill with zeros.</u>
Unused Area	Positions 159 through 160. This area is currently unused and must be equal to zeros or spaces.
Offense As Sentenced	Positions 161 through 169. This is the 9 character VCC code for which the prisoner has been sentenced. This field is required if the sentence date is entered. If the prisoner has not been sentenced, this field must be left blank.
Sentence Length Years	Positions 170 through 173. This is the number of years the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Months	Positions 174 through 177. This is the number of months the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Sentence Length Days	Positions 178 through 181. This is the number of days the prisoner was sentenced to for the specific offense. This field must be right justified and zero filled. If the prisoner has not been sentenced, this field must be equal to zeros.
Offense Type	Position 182. This is the type of offense. This is a required field. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'M' - Misdemeanor 'O' - Local Ordinance
Sentenced Offense Type	Position 183. This is the type of offense the prisoner was sentenced on. This is a required field if the prisoner has been sentenced. If the prisoner has not been sentenced on the offense, this field should be equal to spaces. Valid values are: 'A' - Felony committed on or after 01/01/95 'B' - Felony committed before 01/01/95 'M' - Misdemeanor 'O' - Local Ordinance

Batch Processing (continued)

Prisoner Record Format:

Information Contained in the Alias Name Record Format: This is an optional record and must be used to list alias names the prisoner may also be known as.

Concurrent/Non-concurrent	Positions 184 through 184. This field is used to denote whether the sentence is a concurrent or non-concurrent sentence. Valid values are 'C' (for concurrent) and 'N' (for non-concurrent). If the prisoner has not been sentenced, this field must be left blank. This field is required if the sentence date is entered.
Transaction Code	Positions 1 through 1. Always a 'C'.
Jail ID	Positions 2 through 4. This is the Jail number associated with the transmission. This field must be numeric. This is a required field and must match the Jail ID as listed on the Prisoner Record.
SSN	Positions 5 through 13. This is the prisoner's Social Security Number. This field must be numeric. This is a required field and must match the SSN as listed on the Prisoner Record.
Transaction Date	Positions 14 through 21. This is the date of the transmission. Date must be in YYYYMMDD format where YYYY denotes the year (for example 1996); MM denotes the month (01 - 12); and, DD denotes the day (01 - 31). This is a required field and must match the Transaction Date as listed on the Prisoner Record.
Transaction Time	Positions 22 through 27. This is the time of the transmission. Time must be in HHMMSS format where HH denotes the hour (00 - 24); MM denotes the minute (00 - 59); and, SS denotes the second (00 - 59). Standard military time must be used. This is a required field and must match the Transaction Time as listed on the Prisoner Record.
Record ID	Positions 28 through 29. This field must always be equal to '02'. This is a required field.
Last Name	Positions 30 through 59. This field is used to list the alias last name for the prisoner. This is a required field.
First Name	Positions 60 through 71. This field is used to the list alias first name for the prisoner. This is a required field.
Middle Name	Positions 72 through 79. This field is used to list the alias middle name for the prisoner. This is an optional field.
Name Suffix	Positions 80 through 82. This field is used to list the alias name suffix, for example 'Jr', 'Sr', etc. This is an optional field.

Batch Processing (continued)

Prisoner Record Format:

FBI CODES FOR EYE COLOR

BLK	Black
BLU	Blue
BRO	Brown
GRY	Gray
GRN	Green
HAZ	Hazel
MAR	Maroon
PNK	Pink
XXX	Unknown

FBI CODES FOR HAIR COLOR

BAL	Bald
BLK	Black
BLN	Blond or Strawberry
BRO	Brown
GRY	Gray or Partially Gray
RED	Red or Auburn
SDY	Sandy
WHI	White
XXX	Unknown

DOC COMPLIANCE STATUS CODES

ATJ	Assigned to Jail
RFP	Returned from Parole
PVR	Discretionary Parole Violator
MPV	Mandatory Parole Violator
JCB	Jail Classified Bed
RTJ	Returned to Jail
PBW	Parole Board Warrant

Batch Processing (continued)

Prisoner Record Format:

VIRGINIA RACE CODES

A	Asian
B	Black
C	Chinese
H	Hispanic
I	Indian
J	Japanese
O	Other
W	White
X	Unknown

DISPOSITION VALUES

AM - Amended (Sentenced offense)
AP - Appealed (Sentenced offense)
AR - Awaiting Parole Revocation (Sentenced offense)
AS - Awaiting Probation /Show cause Revocation (Sentenced offense)
BC - Boot Camp (Sentenced offense)
BO - Bond (Unsentenced offense)
CC - Community Corrections (Sentenced offense)
CE - Certified (Unsentenced offense)
CD - Charges Dismissed (Disregard charge as of disposition date)
CO - Continued (Unsentenced offense)
CR - Court Order Release (Sentenced offense)
CU - Court Order Release (Unsentenced offense)
DN - Detention Center (Sentenced offense)
DT - Deferred Treatment (Sentenced offense)
DV - Diversion Center (Sentenced offense)
FI - Fined (Sentenced offense)
GU - Guilty (Sentenced offense)
IS - Imposition Sentence (Sentence offense)
NC - Null Code (Disregard charge as of disposition date)
NP - Nolle Prosequi (Disregard charge as of disposition date)
PA - Paroled (Sentenced offense)
PB - Plea Bargain (Disregard charge as of disposition date)
PD - Parole Dismissed (Unsentenced offense)
PR - Probation Dismissed (Unsentenced offense)
PS - Pre-Sentenced (Sentenced offense)
RE - Recognized (Unsentenced offense)
SE - State Sentence (Sentenced offense)
SS - Suspended Sentence (Sentenced offense - length will be disregarded)
TH - Temporary Hold Only (Unsentenced offense)

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

TS - Time Served (Sentenced offense - disregard charge as of disposition date)

US - Under Advisement (Sentenced offense)



12. Locality Contact List

2000 Locality Contact List - Subject to change

001 Accomack County Jail Sheriff Email: acsd2330@intercom.net	P. O. Box 149 Accomac Virginia 23301 Richard Taylor, Cory Harte: cory@intercom.net	Fax # 757-787-2310 757-787-1095
003 Alb./Char. Regional Jail	1600 Avon Street Extended Charlottesville Virginia 22901 Jeanette Rush: rushje@ci.charlottesville.va.us Charlene Davis Cherita Jones: jonesch@ci.charlottesville.va.us	Fax # 804-979-7677 804-977-6981 ext. 225 804-977-6981 ext. 227 804-977-6981
009 Amherst County Jail Sheriff Email: amherstsheriff@lynchburg.net	P. O. Box 631 Amherst Virginia 24521 Belinda Gains, Loretta Wright Greg Turner: glturner@lynchburg.net	Fax # 804-946-9380 804-946-9379 804-946-9379
011 Appomattox County Jail	P. O. Box 366 Appomattox Virginia 24522 Fred Godsey: apposo@aol.com	Fax # 804-352-0445 804-352-8241
013 Arlington County Jail	1425 N. Courthouse Road Arlington Virginia 22201 Clarafrancie Cromer: ccrome@co.arlington.va.us Beth Arthur: barthu@co.arlington.va.us Bruce Black: bblack@co.arlington.va.us	Fax # 703-228-7022 703-228-4487 703-228-4461 703-228-7260
015 Augusta County Jail Sheriff Email: risher@co.augusta.va.us	P. O. Box 1267 Staunton Virginia 24401 Tom Benson: tbenson@co.augusta.va.us R.L. Keyser: rkeyser@co.augusta.va.us Tami Bird: tbird@co.augusta.va.us Mike Gordon: mgordon@co.augusta.va.us Rick Whitmore: rwhitmore@co.augusta.va.us	Fax # 540-245-5345 540-245-5338 540-245-5347 540-245-5338 540-245-5338 540-245-5338
017 Bath County Jail	P. O. Box 218 Warms Springs Virginia 24484 Richard Armstrong: baso@tds.net Melissa Ryder	Fax # 540-839-3344 540-839-2375 540-839-2375

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

12-234

019 B.R.R.J.-Bedford County Jail	1000 Broad Street Bedford Virginia 24523	Fax # 540-587-9283
	Vida Parker	540-587-9282 ext. 3
B.R.R.J.-Moneta Adult Detention Center	1484 Radford Church Road Moneta Virginia 24121	Fax # 540-297-3606
	Violet Pryor	540-297-7648



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

023 Botetourt County Jail Sheriff Email: rsprinkle@co.botetourt.va.us	P. O. Box 370 Fincastle Virginia 24090 Mark Neese, Elwood Hinchee Dennis Harris	Fax # 540-473-8253 540-473-8204 540-473-8202
025 Brunswick County Jail	P. O. Box 705 Lawrenceville Virginia 23868 Kevin Wessen: bcsdjail@meckcom.net	Fax # 804-848-6014 804-848-6002
027 Buchanan County Jail	P. O. Box 970 Grundy Virginia 24614 Rhonda McClanahan: rhondamc@netscope.net Sharon Deel	Fax # 540-935-2481 540-935-2313 540-935-2313
031 B.R.R.J.-Campbell County Jail	P. O. Box 770 Rustburg Virginia 24588 Stacy Tucker Tammie Hodges	Fax # 804-332-5187 804-332-9652 804-332-9548
037 Charlotte County Jail	P. O. Box 390 Charlotte C H Virginia 23923 Bill Baldwin: clso@gte.net Nelson Cardwell, Linda Moore, Chuck Taylor	Fax # 804-542-5100 804-542-5141 804-542-5141
041 Chesterfield County Jail Sheriff Email: williamsc@co.chesterfield.va.us	P. O. Box 758 Chesterfield Virginia 232823 Barry Arnold: arnoldb@co.chesterfield.va.us Nate Pencile: pencilen@co.chesterfield.va.us Ronald O'Shields: oshieldsr@co.chesterfield.va.us Joseph Nunnally: nunnallyj@co.chesterfield.va.us Donald White: whited@co.chesterfield.va.us Anthony Hinchey	Fax # 804-796-5713 804-717-6702 804-768-7326 804-751-4909 804-751-4465 804-751-4463 804-768-7338
047 Culpeper County Jail	131 W. Camerson Street Culpeper Virginia 22701 Janet Kibly, Mary Dwyer, Joel Jamison, Bev Harpine, Bev Harpine, Helen Taylor	Fax # 540-727-3466 540-727-3434 540-727-3434
051 Dickenson County Jail	P. O. Box 339 Clintwood Virginia 24228 Jessica Adkins	Fax # 540-926-1606 540-926-1605
053 Dinwiddie County Jail	P. O. Box 120 Dinwiddie Virginia 23841 Terry Jones: tchme67735@aol.com	Fax # 804-469-4555 804-469-4550



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

059 Fairfax County Jail	10520 Judicial Drive Fairfax Virginia 22030 Gwendolyn Frye Deanna Bray	Fax # 703-273-2464 703-246-4422 703-246-4420
061 Fauquier County Jail Sheriff Email: sheriff@co.fauquier.va.us	50 Lee Street Warrenton Virginia 20186 Mark Lavoie Micah Meadows: mammeadows@aol.com	Fax # 540-349-2289 540-349-2273 540-349-2276
067 Franklin County Jail	70 East Court Street Rocky Mount Virginia 24151 Vicky Meadors: meadors@sheriff.cablenet-va.com Richard Hudson	Fax # 540-483-1851 540-483-3020 ext. 222 540-483-3020 ext. 220
069 Clarke/Fred./Win. Regional Jail	141 Fort Cooler Road Winchester Virginia 22603 Terry Walker, Jeanne Fahnestock	Fax # 540-722-9011 540-665-6379
073 Gloucester County Jail Sheriff Email: sheriff@co.gloucester.va.us	P. O. Box 597 Gloucester Virginia 23061 Doug Ebbink, Tracy Proctor: tproctor@co.gloucester.va.us	Fax # 804-693-1444 804-693-1411
083 B.R.R.J.-Halifax County Jail	P. O. box 695 Halifax Virginia 24558 Angela Thompson Henry Crenshaw	Fax # 804-476-5508 804-476-5500 ext. 13 804-476-5500 ext. 14
087 Henrico County Jail	P. O. Box 27032 Richmond Virginia 23273 Danetta Royal, roy11@co.henrico.va.us Kim Woodson, woo08@co.henrico.va.us Karen Boehmer, boe40@co.henrico.va.us Richard Slough, slo03@co.henrico.va.us Tracy Young, you12@co.henrico.va.us	Fax # 804-501-5858 804-501-5154 804-501-5154 804-501-5154 804-501-5154 804-501-5154
089 Henry County Jail Sheriff Email: sheriff@neocom.net	3250 Kings Mountain Road Martinsville Virginia 24112 Sonya Thomas Audrey Nester Cliff Roop	Fax # 540-656-4289 540-656-4286 540-656-4292 540-656-4204
103 Lancaster County Jail Sheriff Email: crockett@lcsheriff.com	8293 Mary Ball Road Lancaster Virginia 22503 Martin Shirilla: shirilla@lcsheriff.com William Elswick, Sherry Via	Fax # 804-462-7076 804-462-5111 ext. 6117 804-462-5111

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

12-237



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

105 Lee County Jail Sheriff Email: leesheriff@va-village.com	P. O. Box 177 Jonesville Virginia 24263 George Hembree Adeline Carver	Fax # 540-346-2149 540-346-7709 540-346-7753
107 Loudoun County Jail	P. O. Box 370 Leesburg Virginia 20178 Chris Geraghty: cgeraght@co.loudoun.va.us Tiffany Elmore: telmore@co.loudoun.va.us	Fax # 703-777-0498 703-771-5728 703-771-5212
117 Mecklenburg County Jail	P. O. Box 390 Boydton Virginia 23917 Paul Cox Mark Peebles	Fax # 804-739-6583 804-738-6171 ext. 377 804-738-6171 ext. 378
119 Middle Peninsula Regional Jail	P. O. Box 403 Saluda Virginia 23149 Linda Camden Mary Hodges Sandra Forrest Dora McCoy	Fax # 804-758-8099 804-758-2338 ext. 242 804-758-2338 ext. 241 804-758-2338 ext. 226 804-758-2338 ext. 234
121 Montgomery County Jail	16 S. Franklin Street Christiansburg Virginia 24073 Martha Wirt, R. L. Hal	Fax # 540-382-6942 540-382-6904
131 Northampton County Jail	P. O. Box 68 Eastville Virginia 23347 Robert Gray: gray@ncso.intercom.net Mary Jane Beach: beach@ncso.intercom.net	Fax # 757-678-0463 757-678-0486 757-678-0489
133 Northumberland County Jail	P. O. Box 310 Heathsville Virginia 22473 Will Saunders Tracy Brann	Fax # 804-580-5723 804-580-5222 804-580-2100
135 Piedmont Regional Jail Superintendent Email: prjf@farmvilleez.net	P. O. Drawer 338 Farmville Virginia 23901 Christal Callaway Melody Fishbrune Inez Meeks Willard Marshall	Fax # 804-392-1764 804-392-1901 ext. 238 804-392-1601 ext. 238 804-392-1601 ext. 238 804-392-1601 ext. 237



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

137 Central VA Regional Jail Superintendent Email: sproffitt@cvrj.ova.net	13021 James Madison Orange Virginia 22960 Glenn Aylor: faylor@cvrj.ova.net Carol Perkins: carolp@cvjr.ova.net	Fax # 540-672-9278 540-672-3222 ext. 24 540-672-3222 ext. 19
139 Page County Jail	108 South Court Street Luray Virginia 22835 Keith Jenkins, Aaron Goode	Fax # 540-743-1096 540-743-1236
141 Patrick County Jail	P. O. Box 128 Stuart Virginia 24171 Betty Martin, Susan Lancaster, Darryl Smith, Roger Gray	Fax # 540-694-5330 540-694-3161
143 Pittsylvania County Jail	P. O. Box 336 Chatham Virginia 24531 Judy Smith Vicky Yarborough	Fax # 804-432-7838 804-432-7830 804-432-7836
153 Prince Will./Man. Regional Jail Superintendent Email: ghill@pwcgov.org	9320 Lee Avenue Manassas Virginia 20110 Dennis Webb: dwebb@pwcgov.org Lesley Tinsley: ltinsley@pwcgov.org Denise Oliff: doliff@pwcgov.org Barbara Bushey: bbushey@pwcgov.org Sandy Foodrell: sfodrell@pwcgov.org Carole Moye: cmoye@pwcgov.org	Fax # 703-792-7576 703-792-7680 703-792-6452 703-792-6422 703-792-6423 703-792-6424 703-792-6450
157 Rappahannock County Jail Sheriff Email: rcsheriff@tidalwave.net	P. O. Box 156 Washington Virginia 22747 Ronnie Dodson	Fax # 540-675-1848 540-675-3331
161 Roanoke County Jail Sheriff Email: gholt@co.roanoke.va.us	401 East Main Street Salem Virginia 24153 Kevin Carroll: kcarroll@co.roanoke.va.us Jane Etter: janeetter@yahoo.com Michael Winston: mwinston@co.roanoke.va.us Angela Richardson	Fax # 540-387-6084 540-387-6306 540-387-6305 540-387-6346 540-387-6305
163 Rockbridge Regional Jail Superintendent Email: rrjail@yahoo.com	258 Greenhouse Road Lexington Virginia 24450 Candy Bane, Enoch Hager	Fax # 540-464-5866 540-464-1188
165 Rockingham County Jail	25 South Liberty Street Harrisonburg Virginia 22801 Bruce Folks, Tim Walton Pam Reedy	Fax # 540-574-5005 540-564-3850 540-564-3879

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

12-239



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

167 Russell County Jail	P. O. Box 338 Lebanon Virginia 24266	Fax # 540-889-8065
	Annette Leonard: rcsodisp@netschope.net	540-889-8033
169 Scott County Jail Sheriff Email: sheriff@mounet.com	P. O. Box 369 Gate City Virginia 24251	Fax # 540-386-2025
	Edna Kay Carter, Pat Elliott	540-386-3722
171 Shenandoah County Jail	109 West Court Street Woodstock Virginia 22664	Fax # 540-459-6114
	Curtis Delawder, Rhonda Fridley, Robert Evans, Margaret Clem	540-459-6120
173 Smyth County Jail	111 West Court Street Marion Virginia 24354	Fax # 540-782-4058
	Vickie Atwell	540-782-4057
175 Southampton County Jail	P. O. Box 70 Courtland Virginia 23837	Fax # 757-653-9452
	Billy Gentry, Mary Sue Cribb: jailfarm@fastrus.com Vicki Xinos	757-653-2100 804-658-3110
183 Sussex County Jail	20212 Thornton Square Sussex Virginia 23884	Fax # 804-246-5714
	Susan Chappell: sussexsheriffdept@erols.com	1-800-225-6430 ext. 3295
185 Tazewell County Jail	P. O. Box 190 Tazewell Virginia 24651	Fax # 540-988-6954
	Vera Eaves, Sharon Cunningham	540-988-5966
187 Warren County Jail	8 East Jackson Street Front Royal Virginia 22630	Fax # 540-622-2463
	Steve Barr, Ronald Brinkley, R. Jett, E. Long, L. Wines, S. Durham, R. Jenkins	540-635-3100 540-635-3100
191 Washington County Jail	216 Park Street Abingdon Virginia 24210	Fax # 540-676-6248
	Lynn Rasnake, Wes Terry	540-676-6250
193 Northern Neck Regional Jail Superintendent Email: jeffnn@crosslink.net	P. O. Box 1090 Warsaw Virginia 22572	Fax # 804-333-4366
	Ted Hall Karen Hanks Marge Hackman	804-333-6419 ext. 223 804-333-6419 ext. 240 804-333-6419



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

195 Wise County Jail Sheriff Email: wcso@naxs.com	P. O. Box 916 Wise Virginia 24293	Fax # 540-328-4695
	Connie Austin, Patricia Caldwell	540-328-4174
220 Danville City Jail Farm	1000 South Boston Road Danville Virginia 24540	Fax # 540-799-5219
	Chanikqua Wilson: wilsocl@ci.danville.va.us Robin Glass	804-799-5233 804-799-5233
240 Martinsville Annex	300 Clearview Drive Martinsville Virginia 24114	Fax # 540-656-5271
	Kenneth McFarling: kmcfarling@ci.martinsville.va.us Jackie Dillard Richard Hodges David Floyd Laura Hopkins: lhopkins@ci.martinsville.va.us Bart Hampton: bhampton@ci.martinsville.va.us	540-656-5267 540-656-5267 540-656-5152 540-656-5287 540-656-5289 540-656-5186
250 Newport News City Jail Farm	P. O. Box 2297 Newport News Virginia 23609	Fax # 757-886-7902
	Debra Wilson, John Roberts	757-886-7900
460 Pamunkey Regional Jail	7497 County Complex Road Hanover Virginia 23069	Fax # 804-537-6413
	Melissa Gulick: mhgulick@co.hanover.va.us Susan Nelson: snelson@co.hanover.va.us Thomas Waddy Diann Alston Micahel Berumez	804-537-6400 ext. 3076 804-537-6400 ext. 6327 804-537-6400 804-537-6400 804-537-6400 ext. 3034
465 Riverside Regional Jail Superintendent Email: rrjunit1@aol.com	100 River Road Hopewell Virginia 23860	Fax # 804-524-6643
	Joan Brooks Scotti Matthews Dawn Flippin	804-524-6600 ext. 6042 804-624-6610 ext. 6051 804-524-6600 ext. 6043
470 VirginiaPen. Regional Jail Administrator Email: jkuplinski@widomaker.com	9620 Merrimac Trail Williamsburg Virginia 23185	Fax # 757-877-5833
	Sherry Castellaw: scastellaw@widomaker.com James Paulk Kay Buffalo Bobbie Toth Bonnie Rice	757-820-3902 757-820-3908 757-820-3900 757-820-3917 757-820-3918



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

475 Hampton Roads Regional Jail	2690 Elmhurst Lane Portsmouth Virginia 23707 Robin Knox Lorranie Latham Ana Kasey Carolyn Poe Valfreda Hawkins	Fax # 757-488-949 757-488-7500 ext. 745 757-488-7500 ext. 747 757-488-7500 ext. 773 757-488-7500 ext. 744 757-488-7500 ext. 746
480 New River Valley Regional Jail Superintendent Email: rdobbins@nrvj.org	P. O. Box 1067 Dublin Virginia 24084 Peggy Murphy: pmurphy@nrvj.org Karen White Lori Mabry	Fax # 540-671-1130 540-643-2000 ext. 2220 540-643-2000 ext. 2258 540-643-2000 ext. 2254
485 Blue Ridge Regional Jail Superintendent Email: crw@brrja.com	510 9th Street Lynchburg Virginia 24504 Janet Severson: severson@brrja.com Karen Keese: kwk@brrja.com	Fax # 804-847-5134 804-847-3100 804-847-3100
490 Peumansend Creek Regional Jail Superintendent Email: thacker@crosslink.net	P. O. Box 1460 Bowling Green Virginia 22427 Kim Whitmore: whitmore@crosslink.net Tim Gray: pcrj@crosslink.net Janet Nelson	Fax # 804-633-3710 804-633-0043 ext. 136 804-633-0043 ext. 152 804-633-0043 ext. 153
491 Southside Regional Jail Superintendent Email: srjadmin@meckcom.net	244 Uriah Branch Way Emporia Virginia 23847 Mike Strickland, Dorothy Jones, William Lewis, Tim Barbour	Fax # 804-634-3730 804-634-2254
510 Alexandria City Jail	2003 Mill Road Alexandria Virginia 22314 Rosa Ammons: rosa.ammons@ci.alexandria.va.us Clarke Stearns: clarke.stearns@ci.alexandria.va.us Rony Wise: rony.wise@ci.alexandria.va.us	Fax # 703-838-4036 703-838-4029 703-838-4250 703-838-4251
520 Bristol City Jail Sheriff Email: bvso@3wave.com	417 Cumberland Street Bristol Virginia 24201 Leigh Anne Arnold Sherri Houser	Fax # 540-645-7428 540-645-7435 540-645-7439
550 Chesapeake City Jail	400 Albemarle Drive Chesapeake Virginia 23320 Kathy Hudson: jailrec@sheriff.city.chesapeake.va.us Adrienne Thompson: jailrec@sheriff.city.chesapeake.va.us Jeff Wray: jwray@mail.city.chesapeake.va.us William Brickhouse	Fax # 757-382-8525 757-382-2872 757-382-2872 757-382-2899 757-382-2887

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

12-242



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

560 Clifton Forge City Jail	P. O. Box 162 Clifton Forge Virginia 24422	Fax # 540-863-2545
	Todd Tyler	540-863-2511
590 Danville City Jail Sheriff Email: jdooley@ci.danville.va.us	P. O. Box 3405 Danville Virginia 24543	Fax # 804-799-8719
	Keith Johnson: kjohnson@ci.danville.va.us Karen Day, Steve Salmon	804-799-5135 804-799-5130
620 Western Tidewater Regional Jail	2402 Godwin Blvd. Suffolk Virginia 23434	Fax # 757-539-6409
	Larry Remington: lremington@picusnet.com Leroy Craig	757-539-2196 757-539-2196
630 Rappahannock Regional Jail	P. O. Box 8390 Fredericksburg Virginia 22401	Fax # 540-372-1097
	Patty Leonard: rrj1@erols.com Diane Wilson	540-371-3838 ext. 19 540-371-3838 ext. 54
650 Hampton City Jail	135 Highcourt Lane Hampton Virginia 23661	Fax # 757-9262537
	Susie Easley Belinda Wells-Major Angelanette Holley Karen Bowden	757-727-6200 757-727-6396 757-727-6396 757-926-2540
680 B.R.R.J.-Lynchburg City Jail	510 9th Street Lynchburg Virginia 24504	Fax # 540-847-5134
	Debbie Hamlet, Tracie Fairchild	804-847-3100
690 Martinsville City Jail Sheriff Email: sdraper@ci.martinsville.va.us	P. O. Box 1236 Martinsville Virginia 24114	Fax # 540-656-5286
	Kenneth McFarling: kmcfarling@ci.martinsville.va.us Jackie Dillard Richard Hodges David Floyd Laura Hopkins: lhopkins@ci.martinsville.va.us Bart Hampton: bhampton@ci.martinsville.va.us	540-656-5267 540-656-5267 540-656-5152 540-656-5287 540-656-5289 540-656-5186
700 Newport News City Jail	P. O. Box 57 Newport News Virginia 23607	Fax # 757-926-8144
	Valencia White: vwhite@ci.newport-news.va.us Eileen Sprinkle: esprinkl@ci.newport-news.va.us Theresa Williams: thwillia@ci.newport-news.va.us	757-926-8171 757-926-8173 757-926-8172



Locality Contact List (continued)

2000 Locality Contact List - Subject to change

710 Norfolk City Jail Sheriff Email: rmccabe@city.norfolk.va.us	811 East City Hall Avenue Norfolk Virginia 23510 Tom Larson: talarso@city.norfolk.va.us B.G. Stocks Mary Payton	Fax # 757-441-1086 757-664-4958 757-441-4708 757-411-4707
730 Petersburg City Jail	40 Henry Street Petersburg Virginia 23803 Tina James: ejames@techcom.net Denise Harding Troy Johnson J.R. Givens Michael Linkous	Fax # 804-861-4440 804-733-2377 ext. 4130 807-733-2377 ext. 4130 804-733-2376 ext. 4134 804-733-2377 804-733-2376 ext. 3384
740 Portsmouth City Jail Sheriff Email: pms0@pilot.infi.net	701 Crawford Street Portsmouth Virginia 23704 Katherine Joyner, Yolanda Natividad, Bob Bell, Nicole Adams Lew Williams: williamsl@ci.portsmouth.va.us Guy LeCompte: lecompte@ci.portsmouth.va.us	Fax # 757-393-5024 757-391-3175 757-371-3214 757-391-3172
760 Richmond City Jail	1701 Fairfield Way Richmond Virginia 23223 Reginald Tinsley, Sandra Middleton Ben Murray: bmurray218@aol.com	Fax # 804-646-0968 804-646-5592 804-646-0949
770 Roanoke City Jail Sheriff Email: george_mcmillan@ci.roanoke.va.us	P. O. Box 494 Roanoke Virginia 24003 Peggy Gebauer William Brooks: william_brooks@ci.roanoke.va.us David Moore: david_moore@ci.roanoke.va.us Charles Poff: charles_poff@ci.roanoke.va.us	Fax # 540-224-3178 540-853-2721 540-853-6790 540-853-2902 540-853-1821
810 Virginia Beach City Jail	P. O. Box 6098 VA Beach Virginia 23456 Donald Cottrell: dcottrel@city.virginia-beach.va.us Hope Bryant: hbryant@city.virginia-beach.va.us Lucinda Braun: lbraun@city.virginia-beach.va.us	Fax # 757-427-6034 757-427-4959 757-427-8563 757-427-8564



13. Inmate File and Audit Performance Guidelines

PART I INTRODUCTION

1.1 Intent

To provide each LIDS user with record keeping guidelines, audit test and performance rating criteria.

1.2 Responsibility

The primary responsibility for application of these guidelines should be with the sheriff or each chief executive officer of the jail, regional jail or jail farm.

1.3 Definitions

The following words and terms when used in these guidelines have the following meanings unless the context clearly indicates otherwise:

“Administrative segregation of duties” means a separation of duties between the employee who inputs LIDS data, approves LIDS data, and Certifies LIDS monthly reimbursement requests.

“Annually” - an action performed each calendar year.

“Approval” - the act of affixing the Sheriff’s or his/her designee’s individual password in the LIDS to indicate that the information for the Month and number of days submitted for payment are true and correct to the best of his/her knowledge and belief.

“Audit” - the independent determination of the facility’s compliance with guidelines through an examination of records and operations by an individual or team of qualified professionals.

“Certification” - the act of affixing the Chief Jailer or his/her designee’s individual password in the LIDS to indicate that the information for the Month and number of days submitted for payment are true and correct to the best of his/her knowledge and belief.

“Chief Executive” - the elected or appointed individual who by law or position has the overall responsibility for the facility’s administration and operation.

“Facility” - the actual physical setting of the Jail, Regional Jail or Jail Farm.

“Inmate records” - written information concerning the individual’s criminal activity that authorizes their incarceration(s), sentence and release.



Inmate File and Audit Performance Guidelines (Continued)

PART I INTRODUCTION (CONTINUED)

1.3 Definitions (*Continued*)

“Inmate File” - used by the jail to hold all jail, magistrate and court(s) generated documents related to an inmate’s incarceration. Normally, it includes the commitment order(s), continuance order(s), release order(s), disposition notice(s) and/or Court order(s), as well as, any and all other documents which authorize or acknowledge inmate transport activity that has been authorized by local, state or federal law enforcement officers. The intent is to maintain in one place all documentation that supports the sheriff’s authorization to detain, incarcerate and release an individual.

“Juvenile” - a person less than 18 years of age.

“Local Offender” - means an individual who has been charged under a local ordinance and who is not a state offender in accordance with §53.1-20 of the Code of Virginia.

“Lockup” - a temporary detention facility where detainees are held no more than 12 hours.

“Permanent Log” - a written record of a facility’s activities which cannot be altered or destroyed subject to state law.

“Policy and Procedures Manual” - a written record containing all policies and procedures needed for the operation of the facility in accordance with the law and the minimum guidelines for local jails, regional jails and jail farms.

“Quarterly” - an action that occurs once every three months within a calendar year.

“State Offender” - means an individual sentenced to a term of incarceration in accordance with Section § 53.1-20 of the Code of Virginia. For the purpose of § 4.10 and § 4.11 relative to work release, educational release or rehabilitative release, a state offender should be defined in terms of the intake schedule pursuant to § 53.1. -20.

“Total Activity Count” - means the Jail’s total activity count for the month as presented on the LIDS - financial inquiry summary screen.

1.4 Training and Competency of Records Staff

All Records staff assigned to processing LIDS activity should be trained in the basic LIDS features and operation. There should be one person working each shift who is experienced and competent in LIDS operations. The Sheriff should ensure that when turnover of Records staff occurs, the incumbent is adequately trained to assure competency of performance.



Inmate File and Audit Performance Guidelines (Continued)

PART II JAIL ADMINISTRATOR

Article 1 - Policies and Procedures

2.1 Policies and Procedures Manual

Written policies and procedures should be maintained in a manual and should be available 24 hours a day to all staff. The facility's policy and procedures manual should be reviewed every 12 months by the administration. It should be revised to take into consideration changes in law and LIDS changes that effect the monthly claim/reimbursement.

PART III MANAGEMENT INFORMATION

Article 1 - Inmate Records

3.1 Current and accurate inmate records

Written policy, procedure and practice should ensure that inmate records are current and accurate.

3.2 Content of personal inmate records related to LIDS

Personal records should be maintained for all inmates committed or assigned to the facility. These records should contain LIDS related records, but not be limited to the following:

1. Inmate data form;
2. Commitment form, Federal notice of commitment, Court Order, and/or both;
3. Records developed as a result of classification;
4. Work record and program involvement;
5. Continuance notices;
6. Release records, Federal notice of release, and/or all transport notices to or from other detention facilities, including the Department of Corrections.

3.3 Security of Inmate records

The local jail policy, procedure and practice manual should stipulate the practices to be adhered to by Jail staff to ensure that inmate records are maintained secure (free from fire hazard, etc.), intact and for the specified time period.



Inmate File and Audit Performance Guidelines (Continued)

PART III MANAGEMENT INFORMATION

Article 2. Written procedures for Accountability of Inmates

3.4 LIDS Accuracy Tests

The facility should maintain a record (and make available to the Compensation Board auditor(s)) of tests completed throughout each month to demonstrate sufficient verification procedures have been conducted to enable the Certifier that inmate activity as submitted to the Compensation Board is reasonably accurate. The procedures should account for any and all differences between the Jails official record system(s) of inmate activity and the approved LIDS monthly reimbursement request.

The tests should consist of, but are not limited to the following:

- A.** Weekly detail test of inmate source documentation authorizing detention and/or release to recorded LIDS activity for the subject detention. The test should be conducted by an individual other than the primary person(s) charged with the duty of recording LIDS data. The test should agree all data per the detainees booking and court documents to the related LIDS mandatory fields. The number of files tested is left up to local discretion. We suggest that a minimum number of files tested per week are three (3).
- B.** A monthly reconciliation between the Jail's official record system(s) of inmate activity and the approved LIDS monthly reimbursement request. The tools needed to complete this have been supplied and are available through the Main Menu Option 8 - "Reconciliation Tools", (1) - "LIDS - Overall Head Count" and (2) "Financial Count by Payment Category". The reconciliation should show the following:
 - 1. Beginning of Month confined inmate count per LIDS.
 - 2. Total number of inmates confined during the month per LIDS.
 - 3. Total number of inmates released during the month per LIDS.
 - 4. Ending of Month confined inmate count per LIDS.
 - 5. Local Jail Management system's beginning inmate count, total confinements; total releases and ending inmate count.
 - 6. The differences between LIDS activity counts and the Local Jail System's activity count.
 - 7. The reasons that caused the differences between the two to occur.



Inmate File and Audit Performance Guidelines (Continued)

PART III MANAGEMENT INFORMATION

Article 2, Written procedures for Accountability of Inmates

3.4 LIDS Accuracy Tests (*Continue --*)

This information is supplied through the “Main Menu Option 8 - Reconciliation Tools”, (1) - “LIDS - Overall Head Count” & (2) “Financial Count by Payment Category”.

The first step in each head count reconciliation is to supply LIDS with the beginning and ending date and time for the period. The range can be from - one day to one year or any period in between. The reconciler can request from LIDS, the detail, by inmate, that equals the category amount using the view/print options provided at the bottom of the screen. As a result, LIDS is providing to the user all information needed to reconcile to your Jails head count records at any day and time. (See Screen presentation for category definitions**)

We also recommend that a reconciliation be completed related to the LIDS days by category in the same manner used to complete the head count reconciliation. Option 2 of the “Reconciliation Tools” screen takes the user to the Financial Summary Screen by Payment Category for the period.

The first step in each Payment Category Days reconciliation is to supply LIDS with the beginning and ending date and time for the period. The range can be from one day to one year or any period in between. The reconciler can request from LIDS, the detail, by inmate, that equals the category amount using the view/print options provided at the bottom of the screen. As a result, LIDS is providing to the user all information needed to reconcile to your Jails records at any day and time to LIDS.

The second step with either the LIDS Head Count or Payment Category reconciliation is to, focus on 1 category at a time. The purpose would be to agree each category number to your jail (head count or payment category days) amount for the period you are reconciling (day, month or year). Any difference(s) between each should be explained and adjusted as needed.

For Batch Jails, we recommend that the head count reconciliation be completed after each batch up-load and a Financial Payment by Category reconciliation be completed every other week before the data is used for the bi-monthly “Tuesday Report” presentation to the Department of Corrections.

For On-line Jails, we recommend that the head count reconciliation be completed on an every other week basis along with a Financial Payment by Category reconciliation before the data is used for the bi-monthly “Tuesday Report” presentation to the Department of Corrections.

Next are the Head Count and Financial Summary By Payment Category Screens:



Inmate File and Audit Performance Guidelines (Continued)

PART III MANAGEMENT INFORMATION

Article 2. Written procedures for Accountability of Inmates

3.4 LIDS Accuracy Tests (*Continue --*)

LCU1-21 LIDS - OVERALL HEADCOUNT AS _____
OF _____
JAIL 601 LOCATION JAMES COUNTY

	<u>HEAD COUNT</u> NUMBER
_____ _____ _____ _____ _____ HEADCOUNT ==> (DATE AND TIME) JAIL HEADCOUNT ==> ALTERNATIVE PROGRAM(S) TOTAL BEGINNING PERIOD HEADCOUNT	_____ 0
_____ _____ _____ _____ _____ NEW JAIL COMMITMENTS=====→ __Y NEW ALTERNATIVE PROGRAM COMMITMENTS TOTAL PERIOD COMMITMENTS =====→	_____ 0
_____ _____ _____ _____ _____ NEW JAIL RELEASES=====→ NEW ALTERNATIVE PROGRAM RELEASES→ TOTAL PERIOD RELEASES=====→	_____ 0
_____ _____ _____ _____ _____ ENDING HEADCOUNT → (DATE AND TIME) JAIL ENDING HEADCOUNT ==> ALT. PROGRAM(S) TOTAL ENDING PERIOD HEADCOUNT==→	_____ 0

REVIEW ALL ON PAGE __Y_ (Y/N)

VIEW OR PRINT OPTIONS _____ (A= SCREEN B=PRINT REPORT;)
VIEW;
(D= DOWNLOAD
PRINT)

****Please note: Jail head count is defined by the categories: Local Responsible; State Responsible; Out of State Responsible; Jail Contract Bed; Federal; Ordinance and Military reason confined.**

Alternative Program head count is defined by the categories; Alternative (HEM); Alternative (Work Release) and Non-payment (HEM)



Inmate File and Audit Performance Guidelines (Continued)

PART III MANAGEMENT INFORMATION

Article 2. Written procedures for Accountability of Inmates

3.4 LIDS Accuracy Tests (Continue --)

LCU1-1 FINANCIAL COUNT BY PAYMENT CATAGORY

MONTH OF MAY 1999

OPN JAIL 601 LOCATION JAMES COUNTY

<u>Y</u>		<u>ACTIVITY</u> COUNT	<u>CONFINEMENT</u> *DAYS*	<u>DOLLARS</u> *\$\$\$*
	PAYMENTS (TOTAL DAYS) LOCAL----->	279	992	\$7,926
	PAYMENTS (TOTAL DAYS) STATE----->	86	382	\$3,056
	PAYMENTS (OUT OF STATE)----->	0	12	0
	PAYMENTS ALTERNATIVE (HEM)----->	1	0	0
	PAYMENTS ALTERNATIVE (WORK RELEASE)	0	0	0
	PAYMENTS - STATE FELON DAYS----->	42	121	\$ 726
	PAYMENTS - JAIL CONTRACT BED----->	9	18	\$ 252
	NON-PAYMENT (FEDERAL)----->	94	0	0
	NON-PAYMENT (ORDINANCE)----->	1	0	0
	NON-PAYMENT (MILITARY)----->	0	0	0
<u>Y</u>	NON-PAYMENT (HEM)----->	2	0	0
	FEDERAL PRISONER OVERHEAD RECOVERY>	0	0	0
	ADJUSTMENTS POSTED DURING THIS PERIOD	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL-----	<u>514</u>	<u>1,525</u>	\$ <u>11,900</u>

DOC RATED CAPACITY 459 ;

PERIOD ADP 372

REVIEW ALL ON PAGE Y (Y/N) OR OTHER

VIEW OR PRINT OPTIONS ____ (A= SCREEN VIEW;
STARTING WITH SOCIAL SECURITY NUMBER;

B=PRINT REPORT; C = DOWNLOAD PRINT

Compensation Board

Local Inmate Data System (LIDS)

6/15/00

13-251

To use the option available, tab down the far left column to the line that you would like to see. Place a “Y” in that column, then tab to the bottom of the screen and place either a “Y”, “A”, “B”, or “C” in the “View or Print Options blank field. Then press the “Enter” key.



Inmate File and Audit Performance Guidelines (Continued)

PART IV SECURITY OF LIDS ASSETS AT THE JAIL

Article 1., Terminal and Password Security

4.1 Access to LIDS terminal

The terminal should be placed at a Jail location that prohibits unsupervised access by officers not authorized to access LIDS.

4.2 Access to LIDS

The password supplied to each individual authorized to access LIDS by the Compensation Board (CB) should not be provided to others. If it is discovered that individual password security was compromised, the Compensation Board should be contacted so that a new logon-id can be assigned.

When an authorized user is transferred from the Records staff, retires, etc., the Compensation Board should be notified, as soon as practical, so that the password can be reassigned or suspended.

PART V AUDIT REPORT RATING EXPLANATIONS

Article 1. - Areas to be Tested

- 5.1 Normally, a Jail's activity over a year (intake and release) is large. The auditor cannot take the time to look at each inmate's file. As a result, they make a statistical sample of all inmates' activity during the year and randomly pick inmate's files to review for completeness and accuracy. These are the tests that the auditor will complete during their audit. Many of the LIDS entries are checked to the inmate file to determine that each is accurate.

Below is a list of the items that will be tested by statistical sample method. These related to LIDS activity. The inmate file records maintained at the Jail should support each LIDS entry:

- A. Social Security Number is agreed to a Court or Jail document notation (e.g. Commitment Order, Court Order, Department of Corrections form, Jail Data Sheet).
- B. Inmate Name is agreed to a Court or Jail document notation (e.g. Commitment Order, Court Order, Department of Corrections form, Jail Data Sheet).
- C. Offense code is tested to determine that it agreed with the offenses noted on the Commitment Order, Court Order, Department of Corrections form or Jail Data Sheet.
- D. All offenses as noted on the commitment order(s) were entered into LIDS.



Inmate File and Audit Performance Guidelines (Continued)

PART V AUDIT REPORT RATING EXPLANATIONS (CONTINUED)

Article 1

Attributes to be tested by statistical sample method (*Continues --*)

- E. Reason Confined is tested to determine that it agreed with the offenses noted on the Commitment Order, Court Order, Department of Corrections form or Jail Data Sheet.
- F. Commitment date is agreed to the Commitment Order or similar type of locality document.
- G. Sentencing date and length(s) is/are agreed to the last Court Action Disposition notice(s), Court Order, Commitment Order, or other related document.
- H. Release Date is agreed to a Release Order, Court Activity Disposition Notation.
- I. Total Days were recalculated and agreed to the number of days noted.

5.2 Duplicated Inmate test(s)

- A. Test to determine that LIDS entries that meet certain criteria that points to the activity as being duplicated (last, first names and Commitment time) are not the same person.

5.3 "Old" inmate test(s)

- A. Test to determine that detainees shown to have been incarcerated more than nine months with offense code 10 or 12 are or had been incarcerated for that time.

5.4 Financial Adjustments not made test(s)

- A. Test to determine that all necessary financial adjustments have been made for detainees released after the previous month's activity had been certified.

5.5 Failure to release tests(s)

- A. Agree the Jail Roster according to the local Jail's management system to the LIDS Jail Roster for the same date, to determine that each inmate that should have been recorded was accurately noted. For those listed on one and not the other an explanation is obtained.

5.6 Work Release HEM and Hospitalized inmates' reason confined are tested

- A. Test the Jail roster per LIDS by sampling, etc., to determine that each inmate that should have been recorded was an incarcerated person or otherwise accounted for.



Inmate File and Audit Performance Guidelines (Continued)

PART V AUDIT REPORT RATING EXPLANATIONS (CONTINUED)

Article 2 - Report Performance Classifications Explanations

6.1 Performance Sample Ratings

A. Exceptional	5% or less clerical errors 1% or less financial claim errors Documented supervisory review Monthly testing of activity Monthly reconciliation of activity
B. Satisfactory	10% or less clerical errors 3% or less financial claim errors Documented supervisory review Monthly testing of activity Monthly reconciliation of activity
C. Adequate	10% or less clerical errors 4% or less financial claim errors No documented supervisory review Monthly testing of activity No monthly reconciliation of activity)
D. Unsatisfactory	15% or more clerical errors 5% or more financial claim errors No documented supervisory review No monthly testing of activity No monthly reconciliation of activity)

When a location's performance shows a mixture of clerical, reimbursement errors and internal control issues, the rating shall be designated taking into consideration the level of errors and internal control issues noted during the audit.

Article 3 - Exit Conference and Report Distribution Consideration

7.1 Findings and Recommendations acceptance

At the end of testing, a summary of findings will be presented and finding disposition(s) forms. At that time the Jail contact person will be asked to review the findings with the auditor and agree or disagree with the findings. The decision will be noted on the "Audit Finding Worksheet". It is the purpose of this procedure to obtain agreement between the Jail contact person and the CB auditor concerning the facts presented in the body of each recommendation.

Upon resolution of the "Audit Finding Worksheet(s)", an exit conference will be scheduled with the Sheriff, Chief Jailer or other person designated by the Sheriff to act on his behalf. The audit report will be discussed to the satisfaction of Jail staff present. At that time an exit conference participation form will be completed.



Inmate File and Audit Performance Guidelines (Continued)

PART V AUDIT REPORT RATING EXPLANATIONS (CONTINUED)

7.2 Issuance and Distribution of Report

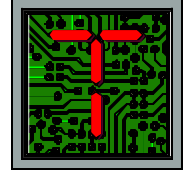
It is customary to issue the report within 3 weeks following the audit to the Sheriff or Regional Jail Administrator. A copy of the report will be sent to the Locality Administrator or Chairman of the Regional Jail Board.

7.3 Close-out of the Audit

In many audits, an action plan is requested to communicate in writing the action(s) to be taken by Jail staff to correct the findings noted. Upon receipt of the action plan and acceptance of the actions noted therein, the audit would be closed.

7.4 Frequency of Audit

It is the intention of the CB to audit each jail every 12 months. However, due to the nature of the audit findings, a follow-up audit may be scheduled from between 6 to 12 months.



14. Tuesday Report

The Compensation Board (CB) maintains a copy of the Population Survey of Local Correctional Facilities (i.e., Tuesday Report) on its Internet website. Tuesday Report data can be found on the CB website dating back to July 1, 1998. Tuesday Report data contains information relating to the inmate population on the first (1st) and third (3rd) Tuesdays of each month at 10:00 hours. In order to provide updated Tuesday Report information, the CB will extract inmate data from LIDS, for the previous months Tuesday dates (1st and 3rd), the day after LIDS reports are to be submitted to the CB. The Tuesday Report will be available for Internet viewing the day after the population data is extracted.

- Accessing Tuesday Reports On The Compensation Board's Website
 - ✓ The Compensation Board's website address is www.cns.state.va.us/compboard/
 - ✓ Select the icon title 'Compensation Boards Reports and Publications' and enter
 - ✓ Select the icon title 'Jail Reporting (Tuesday Reports)' and enter
 - ✓ Select the 'Select a Report Date'
 - Click on the arrow and select which Tuesday Report Date you wish to view
 - ✓ Click 'Search'
 - ✓ Screen # 1, 'Population Survey of Local Correctional Facilities, State Total'
 - Provides you with a means to view the Commonwealth total for the Report Data selected
 - Scroll to the bottom of the web page to "Region"
 - Select the arrow key to pull up the Region which your jail facility falls under
 - Click 'Get Region'
 - You will also find an icon that is for 'List Exceptions'
 - ⇒ This screen provides you with a list of Jails that are Late Reporting Information to LIDS
 - ✓ Screen #2, 'Population Survey of _____ Region'
 - Reflects population data for the report date and region selected
 - Each jail is listed separately reflecting LIDS population for each categories
 - To select another Region you will need to click 'Back'
 - ✓ Repeat the process mentioned above if you wish to review another region or report period
- The collection of Tuesday Report data prior to 7/1/98, may be obtained from the Department of Corrections (DOC) at 804-786-3000, ask to be connected to the DOC Planning Unit
- The Tuesday Jail Report manual can be found on the Compensation Board's Website under Reports and Publications
- The following Compensation Board Website screens are provided to help you navigate through the data provided for the Tuesday Report



Tuesday Report (Continued)



The Honorable
James S. Gilmore, III
Governor of Virginia



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Tuesday Report (Continued)



Jail Reporting (Tuesday Reports)



[FY01 Operating Manual](#)



[LIDS User's Guide](#)



[FY01 Online Budget Manual for Sheriffs](#)



[FY01 Online Budget Manual for Commonwealth's Attorneys](#)



[FY01 Online Budget Manual for Treasurers](#)



[FY01 Online Budget Manual for Commissioners of the Revenue](#)



[Frequently Asked Questions -Career Prosecutor Program](#)



[Unbudgeted Emergency Medical Summary Report](#)



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FY98 Customer Service Report



[FY00 Operating Manual](#)



[Tuesday Report Manual 99](#)



[FY01 Online Budget Manual for Regional Jail Superintendents](#)



[FY01 Online Budget Manual for Clerks of the Circuit Court](#)



[FY01 Online Budget Manual for Directors of Finance](#)



[Treasurers Career Development Program Nov 1999](#)



[Career Prosecutor Development Program Nov 1999](#)



[Report to the General Assembly for the Collection of Court Ordered Fines and Fees for the Clerks of the Courts and Commonwealth's Attorney's for FY 1999](#)



[Jail Cost Report FY 1998](#)



[Deputy Treasurers Career Development Program Nov 1999](#)



Tuesday Report (Continued)

14.1 Population Survey of Local Correctional Facilities, State Total

This is a weekly population report from local correctional facilities.

Select the date of the report you want.

Select a Report

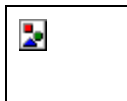
Date:

03/21/2000



Search

Tuesday Reports from 07/02/1999 - 11/16/1999 have been rebuilt.



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Commonwealth of Virginia, 1998

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Tuesday Report (Continued)

14.2 Population Survey of Local Correctional Facilities, **State Total**

14.3 Commonwealth Total For The Report Dated 03/21/2000 A total of 81 Correctional Facilities are included in this report.

Category	State	Central	Eastern	Northern	Western
Operational Capacity:	15,005	3,423	6,003	3,544	2,035
Juveniles:	12	0	11	1	0
Female Adults:	2,218	599	806	460	353
Male Adults:	16,078	4,084	6,266	3,487	2,241
Held For Other Locality:	1,431	514	314	324	279
Unsentenced/Awaiting Trial:	7,241	1,730	3,055	1,476	980
Awaiting Trial With Sentence:	2,872	878	1,140	524	330
All Misdemeanant Sentences:	1,679	463	501	441	274
All Ordinance Sentences:	59	10	29	11	9
Offense Date <1/1/95 Local Felons with Sentence <= 2 Years:	131	22	46	47	16
Offense Date <1/1/95 State Felons with Sentence > 2 Years:	219	70	78	51	20
Offense Date =>1/1/95 Local Felons with Sentence < 1 Year:	1,561	414	429	429	289
Offense Date =>1/1/95 Local Felons with Sentence = 12 Months:	634	165	204	131	134
Offense Date =>1/1/95 State Felons with Sentence => 1 Year:	3,086	718	1,282	614	472
State Responsible Held By Agreement:	716	211	241	200	64
State Responsible - Jail Contract Bed:	2	0	1	1	0
State Responsible - JCB/Work Release:	108	2	77	23	6
Federal Prisoners:	1,109	300	295	398	116
Contract Inmates:	23	0	23	0	0
Private Transport Inmates:	54	54	0	0	0
Total Local Responsible Population (Female):	1,827	502	668	360	297
Total Local Responsible Population (Male):	12,350	3,180	4,736	2,699	1,735
Total Local Responsible Population:	14,177	3,682	5,404	3,059	2,032
Total State Responsible Population (Female):	391	97	138	100	56
Total State Responsible Population (Male):	3,740	904	1,541	789	506
Total State Responsible Population:	4,131	1,001	1,679	889	562
Grand Total:	19,494	5,037	7,401	4,346	2,710

NOTE: Central Region does not include 23 beds (James River Correctional Center (4), Powhatan Correctional Center (15), VA Correctional Center for Women (4))

Click on the Region list below to and see the region's detailed Report

Get_Region

Region

Central Region





Tuesday Report (Continued)

14.4 Population Survey of Local Correctional Facilities, State Total

14.4.1 Exception List For The Tuesday Report Dated 03/21/2000

A total of 20 Correctional Facilities are Late Reporting Information to LIDS

Jail Name	Region	Last Approval Date
AMHERST COUNTY JAIL	C	02/29/2000
APPOMATTOX COUNTY JAIL	C	02/29/2000
B.R.R.J - CAMPBELL	C	02/29/2000
B.R.R.J. - BEDFORD	C	02/29/2000
B.R.R.J. - HALIFAX	C	02/29/2000
B.R.R.J.- LYNCHBURG	C	02/29/2000
LANCASTER CORRECTIONAL CENTER	C	02/29/2000
NORFOLK CITY JAIL	E	02/29/2000
PORTSMOUTH CITY JAIL	E	02/29/2000
VIRGINIA PENINSULA REGIONAL	E	02/29/2000
ALBEMARLE-CHARLOTTESVILLE REG.	N	02/29/2000
ARLINGTON COUNTY DETENTION FAC	N	02/29/2000
LOUDOUN COUNTY JAIL	N	02/29/2000
PEUMANSEND CREEK REGIONAL	N	02/29/2000
DICKENSON COUNTY JAIL	W	02/29/2000
MARTINSVILLE CITY JAIL	W	02/29/2000
MARTINSVILLE FARM	W	02/29/2000
RUSSELL COUNTY JAIL	W	01/31/2000
WASHINGTON COUNTY JAIL	W	02/29/2000
WISE COUNTY JAIL	W	02/29/2000



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Commonwealth of Virginia, 1998
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Tuesday Report (Continued)

14.4.2 Population Survey of Central Region

Report Date:03/21/2000

Jail Name	Op. Cap.	Juve.	Female Adults	Male Adults	Held for Other Locality	Unsent. Awaiting Trial	Awaiting Trial with Sent.	All Misd. Sentences	All Ord. Sentences	LR - Sent. <= 2 Years	SR - Sent. > 2 Years	LR - Sent. < 1 Year	SR - Sent. >= 1 Year	LR - Sent. = 12 Months	SR - Held by Agreement	SR - Jail Contract Bed	SR - JCB/ Work Release	Fed. Inmates	Contr Inma
	50	0	5	54	4	15	6	11	0	0	0	7	10	2	8	0	0	0	0
TOX	12	0	2	20	1	14	1	4	0	1	0	0	0	1	1	0	0	0	0
BEDFORD	126	0	5	160	0	36	14	22	0	3	0	35	28	21	4	0	2	0	0
CAMPBELL	32	0	18	97	0	44	25	2	0	0	1	14	19	3	7	0	0	0	0
FTE	17	0	0	15	4	3	3	0	0	0	0	1	7	1	0	0	0	1	0
FIELD	250	0	28	279	35	124	61	47	0	0	0	21	26	9	19	0	0	0	0
IE	32	0	0	45	10	19	9	3	0	0	0	4	7	1	2	0	0	0	0
HALIFAX	45	0	15	133	0	78	17	8	0	1	1	11	27	3	2	0	0	0	0
	877	0	130	713	202	295	164	54	4	1	18	67	123	44	73	0	0	0	0
STER	26	0	4	24	1	10	1	4	0	0	0	6	5	0	2	0	0	0	0
ENBURG	68	0	10	101	7	41	24	10	0	1	1	4	15	7	8	0	0	0	0
RLAND	16	0	0	18	0	9	0	4	0	1	0	1	3	0	0	0	0	0	0
NT	103	0	17	209	0	117	13	23	0	1	0	17	40	4	11	0	0	0	82
ERN NECK	140	0	6	50	0	16	10	11	0	0	0	6	12	1	0	0	0	0	201
KEY	290	0	27	181	0	84	27	17	0	0	1	21	45	5	8	0	0	0	0
ANNOCK	154	0	37	291	0	176	89	15	0	0	0	15	30	3	0	0	0	0	16
YNCHBURG	108	0	35	157	0	67	44	27	0	0	0	22	21	8	3	0	0	0	0
BURG	195	0	28	216	37	92	50	32	0	0	0	24	34	0	12	0	0	0	0
ND CITY	882	0	232	1321	213	490	320	169	6	13	48	138	266	52	51	0	0	0	0

Jail Name	Total Local Resp. Pop. (Female)	Total Local Resp. Pop. (Male)	Total Local Resp. Pop.	Total State Resp. Pop. (Female)	Total State Resp. Pop. (Male)	Total State Resp. Pop.	Grand Total
(9) AMHERST	5	36	41	0	18	18	
(11) APPOMATTOX	2	19	21	0	1	1	
(19) B.R.R.J. - BEDFORD	4	127	131	1	33	34	
(31) B.R.R.J. - CAMPBELL	16	72	88	2	25	27	
(37) CHARLOTTE	0	8	8	0	7	7	
(41) CHESTERFIELD	24	238	262	4	41	45	
(53) DINWIDDIE	0	36	36	0	9	9	
(83) B.R.R.J. - HALIFAX	14	104	118	1	29	30	
(87) HENRICO	105	524	629	25	189	214	
(103) LANCASTER	3	18	21	1	6	7	
(117) MECKLENBURG	9	78	87	1	23	24	
(133) NORTHUMBERLAND	0	15	15	0	3	3	
(135) PIEDMONT	14	161	175	3	48	51	
(193) NORTHERN NECK	5	39	44	1	11	12	
(460) PAMUNKEY	24	130	154	3	51	54	
(630) RAPPAHANNOCK	33	265	298	4	26	30	
(680) BRRJ.-LYNCHBURG	31	137	168	4	20	24	
(730) PETERSBURG	25	173	198	3	43	46	
(760) RICHMOND CITY	188	1000	1188	44	321	365	1

Note: The official record copy of this report is maintained by the Compensation Board.

To Select Another Region Please Press "Back"

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15. Compensation Board Contacts

Compensation Board Information -



Main Phone Number: (804) 786-0786



Main Fax Number: (804) 371-0235



Mailing Address:
202 N. Ninth Street
P. O. Box 710
Richmond, Virginia 23218-0710



Web Address: <http://www.cns.state.va.us/compboard/>

User Issues -	Title	Extension	Email Address
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Angie Francis	Senior Fiscal Technician	Ext. 220	afrancis@scb.state.va.us

Program Issues -	Title	Extension	Email Address
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Melanie Morrison	Systems Engineer	Ext. 204	mmorrison@scb.state.va.us
Kathryn Monday	Systems Engineer	Ext. 205	kmonday@scb.state.va.us

Policy Issues -	Title	Extension	Email Address
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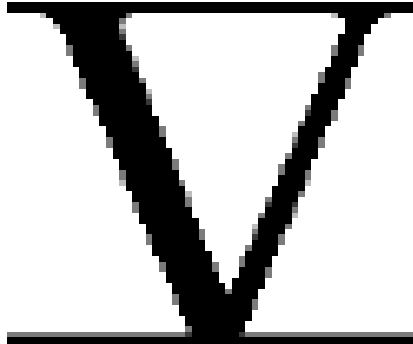
Richard Lampman	Policy & Planning Manager	Ext. 215	rlampman@scb.state.va.us
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Angie Francis	Senior Fiscal Technician	Ext. 220	afrancis@scb.state.va.us

16. Virginia Crime Codes



Virginia Crime Codes (VCC)

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